



## Monument Academy Preschool

### Where excellence begins

#### **CLASSROOM POLICIES, PROCEDURES AND PHILOSOPHY**

##### **2.206**

*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**

##### **2.206 (A)**

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-2024-2025-Final.pdf \(monumentacademy.net\)](#)

[Yearly Calendars – Monument Academy](#)

#### **ADMISSION/REGISTRATION/FEEES**

##### **2.206 (A-C)**

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 10<sup>th</sup> 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).

In the event of student absences, school closures, or inclement weather tuition refunds will not be issued.

### **INCLEMENT WEATHER**

#### **2.206 (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**

#### **2.208 (B. 1-6)**

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



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follow school and local law enforcement guidelines for locating a child on the Monument Academy campus or in the surrounding off-campus area.

### **BEHAVIOR AND DISCIPLINE**

#### **2.206 (B. 8-9)**

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 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**

#### **2.219 and 2.220**

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 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.



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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**

#### **2.221 (A-F)**

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**

#### **2.209 (B)**

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.

### **FIELD TRIPS/EXCURSIONS**

#### **2.226 (C. 1-5)**

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



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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**

#### **2.226 (B. 1-7)**

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**

#### **2.227**

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**

#### **2.207 (F-G)**

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**

#### **2.207**

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, 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



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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**

#### **20206 (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**

#### **2.224**

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."

### **TOILET TRAINING AND TOILET ACCIDENTS**

#### **2.222 (B)**

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.



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#### **VISITOR'S POLICY**

##### **2.207 (E)**

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**

##### **2.209 (B. 2-3)**

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**

##### **2.206 (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: [khays@monumentacademy.net](mailto:khays@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](mailto:childabusereport@elpasoco.com)

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





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**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: \_\_\_\_\_