

Preschool Parent Handbook
2026-27



Academy District 20 Mission Statement

Academy District 20's mission is to educate and inspire students to thrive in a safe and supportive environment

Our Preschool Programs

Academy District 20 preschools provide:

- Highly qualified, licensed early childhood/special educators
- 1-to-5 teacher/student ratio
- Integrated classes meeting all children's needs
- Provide opportunities to explore, extend and experiment
- Teacher guided experiences
- Activities representing language, motor, cognitive and social emotional development
- Age-appropriate skills which facilitate individual learning styles
- Big books, read aloud, circle time, art, block and science centers, dramatic play
- Two Paraprofessionals in each classroom
- Play-based learning

Preschool Locations and Hours of Operation

Monday – Thursday

School Name	AM preschool Time	PM preschool Time
Academy Endeavour	8:05 - 10:50	11:35 - 3:20
Academy International	8:10 - 10:55	11:40 - 3:25
Antelope Trails	8:35 - 11:20	12:00 - 3:50
Discovery Canyon	8:05 - 10:50	11:35 - 3:20
Edith Welford	8:35 - 11:20	12:00 - 3:50
Encompass Heights	8:20 - 11:05	11:50 - 3:35
Explorer	8:05 - 10:50	11:35 - 3:20
Frontier	8:05 - 10:50	11:35 - 3:20
High Plains	8:00 - 10:45	11:25 - 3:10
Legacy Peak	8:15 - 11:05	11:45 - 3:30
Ranch Creek	8:10 - 10:55	11:35 - 3:20
The da Vinci Academy	8:25 - 11:10	11:55 - 3:40
Woodmen-Roberts	8:05 - 10:50	11:35 - 3:20

Eligibility for Preschool

Only children who live within Academy District 20 school boundaries and are between the ages of 3 and 5 are eligible to attend an ASD20 preschool. Only children who meet those ages will be admitted to preschool. If your child is attending preschool in Academy District 20 and you move outside of the district's boundaries, your student will need to transition to their new home district within 5 days. At no time shall the number of children in attendance exceed the number for which the preschool is licensed.

- Children who turn 5 years of age by October 1 of the current school year are eligible for kindergarten and cannot attend preschool.
- District 20 preschools comply with IDEA providing integrated classrooms meeting children's needs.

Eligibility for Universal Preschool for 3-year-olds

Children who turn 3 years of age by October 1st of the current school year are eligible to apply for Universal Preschool (UPK), with the qualifying factor of having an Individualized Education Plan (IEP). The child must turn 3 years old before starting preschool per licensing requirements. Preschool through UPK for eligible children with an IEP is provided at no cost to families. Our goal is to support every family. If any of the situations below apply to your family, you may be eligible for tuition assistance.

Qualifying factors include:

- Low-income or poverty status
- Foster or kinship care
- Homelessness
- Dual language learner status

3-Year-old Tuition Application Procedure

Enrollment application forms are available online and at the Preschool Office at 1110 Chapel Hills Drive. Important:

- Forms can be mailed to 1110 Chapel Hills Drive, Colorado Springs, CO 80920 or delivered in person
- Applications must include the \$55 non-refundable application fee

Children will be placed based on availability. If the number of applications exceeds the available openings, children will be placed on an interest list. Parents will be notified as soon as possible when a spot becomes available.

4-Year-old Application Procedure

The application process for preschool is managed by the State of Colorado. Applications are available at UPK.colorado.gov. Once you have received notification from the state of Colorado that your application has been accepted into the Universal Preschool Colorado program, go into the UPK portal and accept your match, then you will need to register your child with ASD20 within two weeks.

Children will be placed based on availability. Parents will be notified as soon as possible when a spot

becomes available through the Universal Preschool Colorado program through July.

If a child is eligible under special education guidelines, they will be placed in a preschool based on their Individual Education Plan (IEP). Parents will have to do the application through the Universal Preschool Colorado program.

Admission Procedure

Admission procedures must be completed prior to the child's attendance at the preschool and include the following:

4-year-olds and qualifying 3-year-olds:

- Apply with the Universal Preschool Colorado (UPK) at UPK.colorado.gov
- Accept the match that UPK Colorado provides
- Register with Academy District 20 within 2 weeks of acceptance

Placement 3-year-olds (tuition):

- Completed paper application delivered to the District 20 Preschool Office with registration fee.
- The acceptance letter is required for admittance.
- Once you have received the preschool acceptance letter, you will need to complete the district registration process through Central Registry at asd20.org. The registration must be completed within 2 weeks of acceptance of placement.

Interest Lists:

- Once a child has been placed and is attending a D20 preschool, the child cannot be placed on an Interest List at another D20 preschool. The child will need to complete the school year at the assigned and attending school for the rest of the school year once the school year has started.

Curriculum and Assessment

Academy District 20 uses developmentally appropriate, research-based, and evidence-based early childhood practices to meet the unique learning needs of every child. Our preschool program utilizes World of Wonders, McGraw Hill's Colorado-approved Universal Preschool (UPK) curriculum, to provide engaging, standards-aligned instruction through play-based learning experiences, teacher-guided activities, and meaningful interactions in both large and small group settings. The curriculum is designed to support learning across all developmental domains while promoting kindergarten readiness and a strong foundation for future success.

To support developmental screening and ongoing assessment, Academy District 20 uses the Ages & Stages Questionnaires (ASQ-3) and the Ages & Stages Questionnaires: Social-Emotional (ASQ:SE-2) to identify children's developmental strengths and areas for growth. In addition, teachers utilize Teaching Strategies GOLD® as an authentic, ongoing assessment and progress monitoring system. Teaching Strategies GOLD® is grounded in decades of research and aligned with the Colorado Department of

Education (CDE) Preschool Standards, allowing educators to monitor individual progress, inform instruction, and partner with families to support each child's development and learning.

Together, World of Wonders, ASQ-3, ASQ:SE-2, and Teaching Strategies GOLD provide a comprehensive framework for curriculum, developmental screening, assessment, and progress monitoring to ensure all children receive high-quality early childhood education and individualized support.

Healthy Development

To support the health, development, and school readiness of every child, families are asked to provide the following enrollment documentation and participate in required health and developmental screenings:

1. The Student Information Form contains all required information in accordance with the Colorado Department of Human Services and Universal Preschool (UPK) requirements.
2. Preschool Health Appraisal Form, completed, signed, and dated by a licensed healthcare provider who has examined the child within the past 12 months. The health form includes information related to:
 - a. Medical history and current health status
 - b. Allergies, medications, special diets, and health conditions
 - c. Vision screening
 - d. Hearing screening
 - e. Oral health status
 - f. Developmental health information

The Health Appraisal Form should be completed and submitted by the child's first day of attendance. A completed form must be on file within 30 days of enrollment. Children who do not have a completed health form on file within this timeframe may be excluded from attendance until the requirement is met.

3. **Developmental Screening Information.** Academy District 20 utilizes the Ages & Stages Questionnaires (ASQ-3) and Ages & Stages Questionnaires: Social-Emotional (ASQ:SE-2) to support developmental screening and identify each child's strengths and areas where additional support may be beneficial. Screening results are used to inform instruction, support healthy development, and partner with families to promote school readiness and success in preschool. Families will be given this screening tool within 45 calendar days when a child first attends. It will be the responsibility of families to return the completed screening tool to classroom teachers. If the screening shows a possible concern, we will contact you and may recommend participation in the Child Find process. Child Find takes place in your child's preschool classroom and helps us learn more about your child's strengths and needs. Screening is not a diagnosis, but a way to identify children who may benefit from additional support or evaluation.
4. **Immunization Requirements** Colorado law requires that all students meet state immunization requirements or have appropriate exemption documentation on file. Families are encouraged to review current immunization requirements and deadlines provided by the Colorado Department of Public Health and Environment (CDPHE) and Academy District 20.

Together, the Health Appraisal Form, developmental screenings, immunization requirements, and ongoing assessment practices help ensure that children's health, developmental, and educational needs

are identified and supported early, consistent with Colorado Universal Preschool requirements and best practices in early childhood education.

Supporting Children's Social-Emotional Well-Being and Family Mental Health Resources

Our program is committed to supporting the healthy social-emotional development and mental well-being of all children and families. As part of this commitment, families are encouraged to access Colorado's Nurturing Connections Early Childhood Mental Health Support Line, a free and confidential resource available to parents, caregivers, and early childhood professionals caring for children under six years of age. The support line connects families with experienced Early Childhood Mental Health Consultants who can help address concerns related to behavior, emotions, social development, family stress, and other child development needs, as well as connect families with additional community resources and service.

Families may access support by calling 833-326-4411 or visiting the Colorado Department of Early Childhood's Nurturing Connections website: <https://cdec.colorado.gov/for-providers/nurturing-connections-colorado>. Our staff can also assist families in accessing these services and other community mental health resources when needed.

Annual Family Experience Survey

In accordance with Colorado Universal Preschool Program requirements, families will have the opportunity to participate in an annual survey administered by the Colorado Department of Early Childhood (CDEC/EDEC). The survey gathers family feedback regarding their experiences with meaningful, inclusive, and culturally appropriate involvement in their child's early childhood program. Information collected through the survey is used to guide quality improvement efforts and to ensure programs effectively engage and support all families.

Family and Community Engagement

Family Partnership Commitment

Academy School District 20 recognizes families as their child's first and most important teachers. We are committed to building respectful, collaborative partnerships with families and creating meaningful opportunities for family engagement that support children's learning, development, and well-being. Families are encouraged to participate in their child's educational experience and contribute to the continuous improvement of our preschool programs.

Language Access and Interpretation Services

The district is committed to providing equitable access to information and communication for all families. Interpretation and translation services, including language assistance and translated materials when available, will be provided to support meaningful participation in preschool programs. Families may request language support for meetings, conferences, assessments, and other school-related communications.

Celebrating Family Culture and Traditions

We value and respect the diverse cultures, languages, traditions, and experiences represented within our school community. Families are invited to share cultural traditions, family practices, languages, celebrations, and other experiences that contribute to children's learning and help foster an inclusive learning environment.

Family Participation in Goal Setting

Families are essential partners in supporting children's growth and development. Parents and guardians will be provided opportunities to participate in discussions regarding their child's learning, strengths, interests, and developmental goals. Family input is considered when planning individualized supports and educational experiences for children.

Participation in Program Decision-Making

The district welcomes family and community input regarding preschool programs and services. Families may be invited to participate in advisory groups, committees, surveys, meetings, or other opportunities that support program planning, evaluation, and continuous improvement. Community partners may also collaborate with the district to strengthen services for children and families.

Support During Transitions

The district recognizes that transitions can be significant events for young children and families. Families will be provided opportunities to participate in planning and supporting transitions into preschool, between classrooms, and into kindergarten or other educational settings. Staff will work collaboratively with families to share information and support continuity of learning and development.

Family Feedback and Program Improvement

Families are encouraged to provide feedback regarding their experiences with the preschool program, including the quality of family-program and family-staff interactions. Feedback may be gathered through surveys, conversations, meetings, and other communication methods and will be used to support ongoing program improvement efforts.

Preschool Fees

Preschool tuition for 3-year-olds is \$260.00 per month. Tuition is based off of four mornings per week, payable in 9 monthly installments. Tuition payments begin in September and are paid through May. The tuition is an average monthly payment based on the total number of days available for preschool classes.

- Supply Fee: Please verify the supply fee with your school.
- Consumable Fee: Please verify the amount with your school.
- The supply and consumable fees are handled by the registrar/bookkeeper at each preschool building. Those fees are paid to the schools.
- Tuition for 3-year-old preschoolers is paid to the district. There are several ways to pay your

tuition:

- Tuition for 3-year-olds can be paid in person in the Preschool Office at the Education and Administration Center (EAC) (1110 Chapel Hills Drive CS CO 80920) with a check or exact cash.
- You can write a check to Academy District 20 and mail it to the Preschool Office at 1110 Chapel Hills Drive, Colorado Springs, CO 80920, notating the student's name and preschool location they attend.
- You can also submit online payments using Campus Payments. Your username and password for Campus Payments will be the same credentials you created to log in to **Infinite Campus**. There is a service cost associated with using Campus Payments.
- Set up bill pay through your bank account. Payee will be "Academy District 20". Please reference the student's name and student number in the memo/account/reference field when setting up bill pay. This will ensure the payment gets credited to the student's account.

Tuition for 3-year-olds must be paid on time. It is due on or before the first of each month. You will not be billed at the end of the preceding month. If you do not pay tuition on time, you will be notified by email that you have 5 days from the date of the letter to render payment. After 2 late payments, or on the second returned check, you will be asked to withdraw your child from preschool. Individual cases may be up for review by the Preschool administrator.

Transportation

Transportation may be provided as a related service for preschool students with disabilities when the IEP Team determines that transportation is necessary for the child to receive a Free Appropriate Public Education (FAPE). Eligibility for special transportation is determined through the IEP process and must be based on the individual needs of the child. Families of students receiving transportation as part of their IEP are required to complete a Transportation Request Form (TRF) to ensure appropriate transportation services can be arranged

Vehicles

Please follow each school's guidelines for parking. Department of Human Services (DHS) standards require that the parent/guardian escort students to and from the classroom door according to preschool hours.

IEP Transfers

Special Education students may be added at any time following an IEP meeting or if they move into the district with an active IEP from another school district. If you are moving to or from ASD20 and have an active IEP, please contact the Preschool Office to start the transfer paperwork process. UPK applications must be submitted to the state as well as registration with ASD20.

School Hours/Days of Operation

The preschool operates on a Monday-Thursday schedule. Daily times are on page 5 of this handbook and are school specific. The preschool calendar follows the elementary school calendar. If there are no elementary students, there are no preschool students. Beginning and Ending dates will be determined on a yearly basis.

If the district has a snow day, there is no preschool. If there is a late start, there is no AM preschool that day.

The school year bell times may vary depending on the preschool location.

Arrival, Dismissal, and Attendance Procedures

Consistent attendance and punctuality are important components of a successful preschool experience. Families are expected to ensure that children arrive at school on time and are picked up promptly at the conclusion of their scheduled preschool session.

Students should arrive at their preschool classroom at the scheduled start time identified in the Preschool Locations and Hours of Operation section of this handbook. For students receiving transportation as a related service through an Individualized Education Program (IEP), transportation schedules will be developed based on the student's school schedule and individual needs. Dismissal and transportation pick-up will begin at the conclusion of the student's scheduled preschool session.

Attendance will be documented through a district-approved digital attendance system and a traditional sign-in/sign-out form. Parents, guardians, or authorized adults are responsible for signing children in and out each day. The time of arrival and departure will be recorded as part of the student's attendance record.

Children who arrive late miss valuable opportunities to transition into the classroom routine alongside their peers and may miss important instructional activities. Similarly, children may experience discomfort when they are picked up significantly later than their classmates. Families are encouraged to maintain consistent arrival and dismissal times whenever possible. Preschool staff will continue to welcome children who arrive after the scheduled start time; however, the student's attendance record will reflect the tardy arrival.

If a family has two instances of late arrival or late pick-up, preschool staff will contact the family to discuss attendance expectations. Continued concerns may result in a meeting with the school administrator to develop a plan for ensuring consistent attendance and timely pick-up.

For the safety of all students, preschool staff may only release a child to adults who have written authorization on file. Authorized individuals are identified through the student's records in Infinite Campus and on the Student Information Form. In emergency situations, a parent or guardian may verbally authorize the release of a child to an individual not listed on the written authorization form. In these circumstances, the individual must provide valid government-issued identification before the child

will be released.

In accordance with Board Policy JLIB, children may only be released to adults. If staff members are unfamiliar with the adult picking up a child, identification will be required to verify authorization. Additionally, whenever school doors are secured, all visitors entering the building may be asked to provide identification to office staff before being granted access to the school.

Children must be picked up promptly at the end of their scheduled preschool session. If a child has not been picked up within a reasonable period of time and all attempts to contact parents, guardians, and emergency contacts have been unsuccessful, the school may be required to contact the appropriate county human services agency to ensure the child's safety and well-being.

If an emergency results in a late arrival or delayed pick-up, families should notify the preschool teacher or school office as soon as possible. Prompt communication helps staff appropriately support the child and maintain safe school operations.

Lost Child Procedure

In the event that a student enrolled in a District 20 preschool classroom becomes separated from their group or is unaccounted for, staff will immediately implement the following emergency response procedure:

- Staff members will remain calm.
- A staff member will be designated to search for the area in which the child was last seen.
- All school staff will be notified to watch for the child.
- The school office, school administrator, central office, Special Education Administrator, and a Special Education Director will be contacted for further information.
- Authorities (district security, police or sheriff) will be contacted if the child is not located within ten minutes of first being reported missing.
- Staff will follow the instructions of the authorities and the building administrator regarding notification of parents or guardians.
- The teacher will document the situation in a Special Incident Report.

Parent Communication & Involvement in Preschool

Academy District 20 wants to involve parents in the educational activities of the program to enhance their role as the principal influence in the child's education and development, and to assist them in increasing their knowledge, understanding, skills and experience in child growth and development.

Teachers will provide parents with information about the program and with opportunities to ask questions and interactions through:

- Emails and phone calls
- Parent/teachers conferences (formal and informal)
- Information on individual school's webpage

- Parent Square App
- SeeSaw (depending on the school)

Parents will be provided with training in activities that can be used in the home environment through:

- Classroom volunteering
- Parent information meetings
- Educational ideas from preschool teachers
- IEP meetings
- ASD20 Parent Academy offerings

Parents are encouraged to participate in preschool. When parents volunteer in the classroom, teachers will involve them in classroom activities. Parents may be offered an opportunity to share information from their specialized fields of work and travel. Please refer to your specific school policy for volunteering in the classroom due to safety procedures.

Visitors to the Preschool

Any person who is not employed by Academy District 20 is considered a visitor and must follow the school sites security guidelines and check-in and check-out procedures when on the premises. Visitors must provide their name, state issued ID and purpose for the visit.

Volunteering in the Classroom

Parents are welcome to volunteer in the classroom. The district requires a Colorado Bureau of Investigation (CBI) background check prior to volunteering in any classroom or on any trips. Please see the district volunteer application process. Volunteers will be supervised and given instructions as to the preschool's policies and procedures. Volunteers must follow the school's site security procedure for signing in and out. Volunteers will not be left unattended with children. A District 20 staff member must always be present.

Confidentiality does not permit staff, parents, volunteers, or community members to talk about other children or families.

Attendance and Absences

If your child will be absent for any reason, please let the school know as soon as you can. Please call or email the teacher with your child's name and reason for the absence.

Extended Leave of Absence Policy

Regular attendance is essential for your child's learning and development, especially in the areas of early literacy, numeracy, and social-emotional growth. We understand that families may occasionally need to plan for extended absences, and we are here to support you through that process.

If a student is absent for 14 consecutive calendar days, they may be disenrolled from the preschool program to align with Universal Preschool terms and conditions for students enrolled through UPK (Universal Preschool Colorado) and applies to all preschool placements.

In case of an emergency or unexpected situation, please contact your child's teacher or the school office as soon as possible. These situations will be handled on a case-by-case basis.

We appreciate your partnership in supporting your child's success and look forward to working together to ensure a positive preschool experience.

Medication at School

The following situations are recognized as reason for administration of medication in the classroom at ASD20:

- When medication dosage cannot be adjusted to exclude hours, the child is in the classroom
- When a child has a chronic medical problem, that may require urgent administration of a medication.

Procedure for medication at school

Medications are typically administered at home. However, medications may be given during school hours with appropriate authorization. [Permission to Administer Medication](#) form must be completed for each prescription or over-the-counter medication to be administered at school. The completed form is submitted annually and must be signed by a parent or guardian. Health care providers must sign all prescriptive medication orders.

Medications must be in their original packaging for over-the-counter medications or in the original prescription- labelled packaging. The prescription label must include the student's name, medication name, dosing and frequency instructions, date of prescription, and expiration date of medication.

Only staff who are medication trained and delegated by their school nurse may administer medications per the [Permission to Administer Medication](#) instructions. Administration documentation will be completed on the administration log set up by the school nurse for each medication.

Medications are kept securely in each Preschool classroom, allowing for immediate access if needed, and are taken by a medication trained and delegated staff member whenever the class is out of the classroom.

At the end of each school year (or when a student disenrolls from the program), unused medications are returned to the parent or guardian. Any unclaimed medications are disposed of by the school nurse per Colorado for disposal guidelines.

- A medication log will be maintained for each child for all medications and will be filed in the child's cumulative health folder upon completion.

- The school nurse, upon request, will forward the classroom medication information sheet on all medications being administered in the classroom.
- Leftover medications, including empty containers, will be returned to the parent or guardian or disposed of, if not picked up at the end of the school year
- If any questions arise about the medications, a school nurse shall be consulted prior to administration.

Accident, Injury, or Illness Reporting

Students with medical or dental emergencies or injuries will receive First Aid from trained staff members. Standard Precautions will be utilized. Reference to the Colorado Emergency Guidelines will be available. An online Accident Report is completed for any injury occurring during school hours that results in outside medical evaluation.

A head Injury that results in first aid and/or outside medical evaluation, an Accident Report will be completed, which will include the associated Head Injury Report, and a copy will be sent to the parent. Parents will be informed of all head bumps.

For injuries or emergencies that result in accessing EMS911, the following persons will be notified: parent or guardian, school nurse, school administrator, Special Education Administrator and a Special Education Director. The decision to have the student go home would be determined by these people.

911 Procedure

911 will be called for any major injuries. Immediate first aid will be administered by individuals currently certified in First Aid, but first aid will never surpass the individual's current level of training. Response to injuries, including use of Universal Precautions, will be dictated by individual accident circumstances (i.e. need for first aid, poison control, 911).

Staff will have complete emergency information available on children at all times, including parent or guardian consent for emergency care.

- After rendering immediate first aid, the parent or guardian is to be notified, and in case of a major accident, the school nurse.
- The school office is to be immediately notified of any injury or illness requiring assistance from 911.
- The school administrator, Special Education Administrator, and a Special Education Director will be immediately notified of any injury or illness requiring 911 assistance.
- The decision to have the child sent home will be made upon review of the individual injury or illness circumstances and input from the first-aid responder, parent or guardian, and/or medical personnel including the school nurse.
- Injuries that require first aid or medical attention, or an injury to the head, will be documented with a completed District 20 Accident Report Form.

Sun Protection

Parents or guardians are strongly encouraged to apply sunscreen to their students prior to classroom entrance. Staff are not permitted to re-apply sunscreen during school hours. Parents or guardians must sign the Sunscreen Agreement from the Preschool packet to ensure understanding of this policy.

Inclement Weather

Preschool classrooms will follow the district and school building procedures for inclement weather to ensure children's health and safety. During excessively hot weather or excessively cold weather, children will not play outside. Due to the ever-changing weather in Colorado, it may be necessary for parents to send school with their children a varied style of clothing. Staff will ensure that children are dressed appropriately for weather conditions while outside. Please check the district website or use the Parent Square App for the latest weather- related updates. To register for Parent Square, please click [here](#), visit our [ParentSquare webpage](#).

Teaching staff will be alerted to changing weather conditions while outside.

Parent Teacher Conferences

Teachers will schedule parent teacher conferences to be held in the classroom on district parent/teacher days. Information will be distributed to the family and may include:

- Information on student progress
- Information on developmentally appropriate activities to promote readiness skills
- Ideas for Summer activities
- Information on kindergarten registration
- Results on Teaching Strategies GOLD
- Development and review of IEP (if applicable)

Student Conduct

It is the intention of the district administration that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The district, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. The code shall be enforced uniformly, fairly, and consistently for all students.

The code shall apply to behavior in the classroom, on school grounds, in school vehicles, at school activities and events, and in certain circumstances, to off-campus behavior. In all instances, students

shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Aggressive behavior by children will not be tolerated. District 20 believes it has a responsibility to provide a safe environment for children, staff, and volunteers.

Aggressive behavior is defined as violent behavior that may include kicking, biting, hitting, throwing objects that may injure District 20 staff, volunteer or a child. If the education staff determines there is abusive or violent behavior, the teacher will adhere to the following procedures:

- The teacher will notify the school's site administrator, the Interventionist, and the parents of the incident. If incidents do not resolve within a reasonable time, or intensify, a meeting will be called with the Multi-tiered System of Support (MTSS) team.
- The meeting will include as much data as possible collected by the team, possibly a functional behavior assessment (FBA) including information from all staff working with the child. The data will be recorded in detail and placed in the child's classroom file. The team will discuss the incidents and circumstances that may have contributed to the situation.
- Alternative options shall be explored. A written Behavior Intervention Plan (BIP) may be developed and tasks assigned. The approval of the parent will be indicated by their signature on the plan.

The BIP and data showing progress will be reviewed at intervals indicated in the plan.

If no change in behavior is made after the behavior intervention plan is implemented, a second meeting will be held with the parents and staff to determine further interventions.

Discipline Procedures

- No punitive measures will be associated with toileting or with rest time.
- No punitive measures will be associated with food (either denial or forced feeding)
- Separation-type discipline (ex: calm down corner or cozy cube) if used at all, will be brief and appropriate for the child's age. No more than 3 to 5 minutes will be imposed, depending upon the child's age and developmental level. Negative methods, such as isolating or shaming a child, will not be used. A child in time out will be within the sight of an adult, in a lighted, well-ventilated area.
- No verbal abuse or derogatory comments of any kind are allowed.
- Positive guidance techniques will be used and will be consistent, clear, and appropriate, and will enhance self-discipline.
- Guidance practices are related to the knowledge of each child's personality and level of development and will include an awareness of each child's limitations and abilities. Rules will be explained to the child at the child's level of understanding.
- Classroom staff will establish realistic expectations about children's attention spans, interests, social abilities and physical needs, and will include children with special needs.

- Behavior training, including reducing aggressive behavior, will be handled in a positive, redirecting manner.
- Behavior incident during class: staff will work in accordance with the Procedures outlined in the RULER Model guidelines in responding to challenging behavior in the classroom.
- Fire Drill, Tornado Drills, Shelter in Place, Secure and Lockdown Drills in the Preschool Classroom
- For the safety and protection of staff, students, and families in District 20 programs, general guidelines have been established. These will be practiced with the students throughout the year. To review these policies and procedures, you may contact the school to see the emergency handbooks and procedures.

Field Trips

In accordance with Academy District 20 Policy IJOA, the following will be adhered to:

- The teacher will review the educational value of a walking field trip with the principal, Special Education Administrator and a Special Education Director and receive their approval on the appropriate district field trip form, prior to making arrangements for the field trip.
- The teacher will obtain written permission and provide parents with information concerning the purpose and estimated time of return. The school must notify children's parents or guardians at least 2 days in advance of any field trip. A general statement in your monthly newsletter regarding the possibility of walking field trips will be considered adequate notification. In addition, a note on the classroom door identifying the location and anticipated time of return will be necessary.
- Children will not be permitted to leave the field trip group during the trip unless they are released to their parent or guardian. Children may be accompanied by their own parent or guardian to the field trip. Parents must sign their student in on the attendance roster when they have arrived at the field trip site, unless the parent signed in before leaving school. If the child is to leave the field trip with their parent or guardian, they must be signed out before they leave the field trip site.
- Only those students enrolled in District 20 preschool classes are eligible to participate in the field trip. For safety and liability purposes, siblings will not be allowed to participate in such field trips.
- Private transportation will not be utilized to transport students on field trips. At no time do children ride in the cars of teaching staff.

Screen Time and Media Use

Educational materials are selected to support the instructional process of children. The use of videos as supplementary materials will be shown in accordance with Board Policy IIAC-E1.

The following are guidelines for viewing videos:

- Videos must be clearly related to and supportive of the goals of the course curriculum.
- They must be of equal educational value as other alternatives.
- All movies and videos must be previewed by the teacher.
- At the preschool level, only G-rated videos will be shown.

- Non-rated movies or videos (including those taped from television) will not be shown.

Student Belongings

To assure the health and safekeeping of a child's personal belongings and to instill the responsibility of caring for one's possessions in the classroom the following procedures will be followed:

- Please label all your students' clothing and personal items. Backpack, water bottles, lunch boxes, etc.
- Coat hooks or cubbies will be provided for each child.
- The container or area will be clearly labeled with the child's name.
- Each child will keep a change of clothing from home in a labeled bag in the classroom. Children should not bring toys from home. The district is not responsible for lost or broken toys.
- Inappropriate items brought to the classroom by the child will be labeled with the child's name and placed in safekeeping until the child is dismissed from preschool. At that time, the item will be returned to the child's parent/guardian or the bus driver.

Snack Guidelines

Snack time encourages social skills, fine motor development, language, and self-help skills. Staff members will sit with the children, engage them in conversation, and encourage them to eat their snacks. The children will clean up when finished.

Each Academy District 20 preschool may differ in their snack policy.

Academy District 20 may have classes that are designated as a "Nut Protected Zone". General Snack Procedure:

- Nutritious low sugar snacks are preferred.
- The size of the servings must be suitable for the child's age and appetite, and sufficient time will be allowed so that snacks are unhurried.
- If snacks are provided by parents for **only** their child, and the class is not a designated "**Nut Protected Zone**", you may choose a snack of your preference.
- A child may have food allergies that may affect your child's snack options. Teachers will notify parents if a food allergy exists.
- Parents are encouraged to not provide sugar sweetened beverage to children. These are liquids that have been sweetened with various forms of sugars that add calories and include, but not limited to: soda, fruit-aides, fruit drinks, flavored milk, and sports and energy drinks.

Teachers may provide a list of approved snacks.

Animal Visitation

No animal visits will be permitted. Field trips to the Zoo and visits to the Humane Society or other organizations that have liability coverage are permitted.

Toilet Training and Diapering Expectations

To support student independence and participation in the preschool program, children are expected to be consistently toilet trained prior to enrollment and attendance. A child is considered toilet trained when they can routinely recognize the need to use the restroom, communicate this need to an adult, use the toilet with minimal adult assistance, manage clothing, and complete personal hygiene tasks appropriate for their developmental level.

Occasional accidents are expected and will be handled in a supportive and respectful manner. However, children who are not toilet trained upon enrollment will be expected to demonstrate progress toward independent toileting within the first two weeks of attendance. During this time, preschool staff will work collaboratively with families to establish consistent toileting routines and support the child's success at school and home.

If, after two weeks of attendance, a child continues to require routine diapering or is unable to independently participate in the toileting expectations of the preschool program, the district may determine that the child is not yet ready for enrollment in the program. In these situations, the family will meet with school staff to review concerns and discuss next steps. If a child is disenrolled due to lack of toileting readiness, the child's seat will not be held and any future enrollment will be contingent upon program availability and open preschool seats at the time of reapplication.

Students with disabilities whose Individualized Education Program (IEP) identifies a need for toileting assistance, personal care support, or diapering services will be supported in accordance with their IEP. Diapering stations located adjacent to restroom facilities are maintained for children with documented disabilities requiring diapering or personal care assistance.

School Closings and Cancellations

In Accordance with the Academy District 20 Policy EBCE, the Superintendent or designee is empowered to close the schools, delay their start, or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the safety, health or welfare of students or staff members. It is understood that such action will be taken only after consultation with appropriate authorities. Parents are asked to help with the decision as far as their own children are concerned. If a parent's judgement is that the weather conditions make it too hazardous to send his/her child to school, that child should be kept at home. The child will not be penalized for absence.

Parents, students, and staff will be informed early in each school year how they will be notified in the event of emergency closings or early dismissals. The local news stations post school closings on the TV, radio, and social media by 5:30 am. The district will send an email, Parent Square notifications, phone call and social media, if you subscribe to the sites. Please check your settings on Infinite Campus under the Parent portal of how you would like to be notified.

If adverse weather conditions appear to be developing, a decision to delay school will be determined by

5:30 am. This information will be shared in the same way a cancellation is shared with the district. If the decision for a 2-hour delay start is made, all morning preschool classes are cancelled for that day. Teachers will remind parents of this procedure.

If at any time during the day, a parent desires to pick up the child due to hazardous weather, the school principal will release the student. The school will maintain a log of children who are released early and to who they were released.

If school is in session and a storm develops during the day, a decision may be made to release the students early. On the days when the weather at 5:30 a.m. may not be bad enough to cancel school, but the weather reports and other indications that a storm may develop during school hours, bus drivers will be notified that it's a "storm alert" day. Each driver will have this information by the time he or she completes the morning bus run. Between 10-10:30am, if the decision is made to release school early, each bus driver will be notified.

School will be dismissed approximately two hours early, and bus drivers will make their regular runs in the usual sequence. Local radio, television stations, social media, emails, Parent Square notifications and phone calls will be asked to announce between 7 and 9 a.m. that Academy School District 20 is on "Storm Alert". If there is an early release, they will be asked to announce that the district is releasing early. Parents should make previous arrangements so that their child will have a place to go if there is no one at home on early release days. If the decision is made to have an early release before afternoon preschool sessions begin, all afternoon preschool classes will be cancelled for the day.

Complaint Procedure

It is the intent of the district to foster open communications between the Board of Education and its employees and members of the community. The district is committed to maintaining and/or improving the quality of the operation of the district given the limitations of available resources. Any parent or patron has the right to submit a suggestion, concern, or complaint in reference to the operation of the district. This policy shall apply to all public concerns and complaints except those included in Academy District 20 Policy KE, Public Concerns/Complaints about Instructional Resources.

It is the belief of the district that comprehensive and speedy analysis and response to suggestions or complaints is paramount. It is also the belief of the Board of Education that Executive suggestions or complaints are best responded at the lowest possible level and that each patron be assured an opportunity for orderly presentation and review of a suggestion or complaint without fear of reprisal.

Complaints should be discussed with personnel in the following order:

- Teacher
- School principal, Assistant principal
- Special Education Administrator
- Executive Director of Special Education
- Executive Director of Learning Services

A copy of the administrative procedure (KE-R) that accompanies this policy is on the Academy School District 20 website (www.asd20.org).

To file a complaint about any preschool contact:

The Colorado Department of Early Childhood 710 S. Ash Street Denver, CO 80246 Or call:
303-866-5958 or 800-799-5876

Our most recent report of inspection, fire inspection, and health inspection is available upon request.

Department of Human Services Complaint Department

If you have concerns about suspected licensing violations in any Academy District 20 preschool, you should contact:

The Division of Child Care

Colorado Department of Human Services 1575 Sherman Street Denver, CO 80203-1714
(303) 866-5700

Division of Human Services Suspected Child Abuse Reporting Procedures

If suspected child abuse occurred at one of the Academy District 20 Preschool facilities, 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 which the incident is believed to have occurred. Complaints should be made to:

Director's Office

El Paso County Department of Human Services 1675 West Garden of the Gods Road, Third Floor
Colorado Springs, CO 80907
(719) 636-0000

Academy School District 20 meets or exceeds Colorado's Department of Human Services Child Care licensing requirements. Rules and Regulations for Licensing are available on the Department of Human Services Child Care webpage.

District 20 staff must by law report any suspected cases of child abuse, sexual abuse or neglect to the El Paso County Department of Human Services.

Guidelines for Protecting Students with Life Threatening Allergies and Food Intolerances – Policy EF

Severe allergies are serious and can be fatal. Anaphylaxis, a potentially life-threatening allergic reaction, can be triggered by exposure to one or more allergens, including foods, insect stings, drugs, and latex products.

Anaphylaxis can affect multiple areas of the body (such as skin, respiratory tract, gastrointestinal tract and the cardiovascular system). Symptoms can include severe headache, nausea and vomiting, sneezing and coughing, hives, swelling of the lips, tongue and throat, itching all over the body, and anxiety. The most dangerous symptoms include difficulty breathing, a drop in blood pressure, and shock -- all of which can be fatal.

The risk of accidental exposure to allergens can be reduced in the school setting if schools' partner with students, parents and physicians to minimize risks and provide a safe educational environment for severely allergic and food-intolerant students. Academy District 20 cannot guarantee that a student will never experience an allergy-related event while at school. Nevertheless, the District has created these procedures to reduce the risk that children with life-threatening allergies will experience an allergy-related event at school.

The most common life-threatening allergy is peanuts and tree nuts. For this reason, these procedures outline steps for schools regarding nut allergies. Certainly, these steps can be followed for any other life-threatening allergy, as appropriate. For those children who are highly allergic to nuts, contact with nut products can cause a life-threatening anaphylaxis reaction. The only way to protect children who are highly allergic to nuts or nut products is to minimize nut product exposure in their environment.

Therefore, the following procedures should be followed in all schools that have children with life-threatening allergies to nuts:

1. The Principal and Food Service Director will coordinate to remove all nut products from the school lunch menu, upon parent request. The principal will inform the school community of any changes in the lunch menu.
2. Designate nut-free tables in the cafeteria. Children who bring lunch from home may bring in nut products, but they may not sit at the nut-free tables.
3. Elementary and middle school students whose lunches contain nut products should be encouraged to wash their hands after eating. Either soap and water or disposable wet-wipes may be used for hand-washing as both will remove the allergen.
4. Wash tables after each lunch rotation. To prevent cross-contamination, nut-free tables should be sanitized with materials (sponges, cloths) used to clean only nut-free tables. This process will minimize the potential for nut exposure.
5. Reasonable efforts will be made to keep the classroom nut-free. That is, nuts will not be used as part of any classroom projects or lessons. Children who bring snacks to school containing nuts may not eat them in the classroom. In order to raise awareness, signs designating nut-free zones (such as a severely allergic child's classroom) are encouraged.

Illness Guidelines

Academy District 20 follows the latest guidance from the Colorado Department of Public Health and Environment (CDPHE) regarding the evaluation of a sick child and whether or not the child should attend school. [View the latest guidance from CDPHE.](#)

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.

Colorado Department of Public Health and Environment. Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel. 2022.

Colorado Department of Public Health and Environment. COVID-19 Resources.
cdphe.colorado.gov/covid-19. September 2023.

The contents of this document are not to be altered without the express permission of the Department.

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