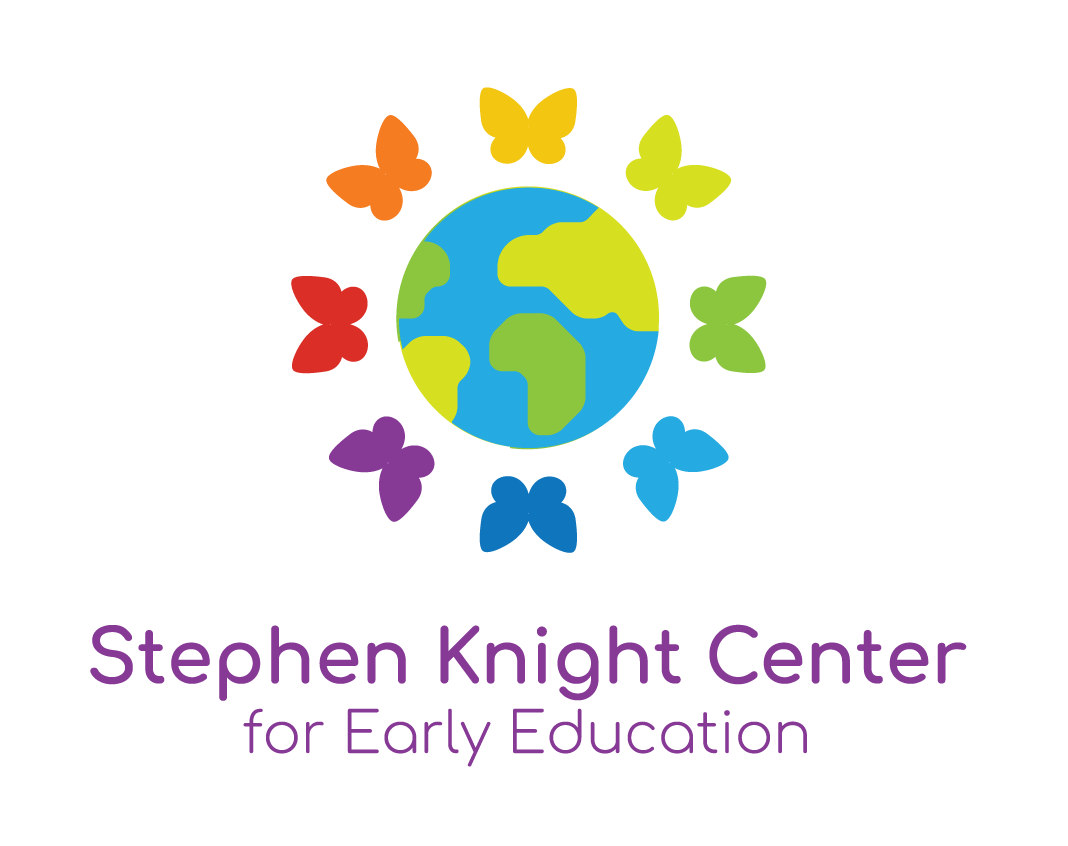
**Denver Public Schools**



**Parent Handbook**

3245 E. Exposition Ave.

Denver, CO 80209

School Main Line: 720-424-6500

Attendance Line: 720-424-6501

Fax: 720-424-6526

CEE\_StephenKnight@dpsk12.org

School Web-Site: [http://skcee.dpsk12.org](http://skcee.dpsk12.org/)

**Welcome to SKCEE from Principal Matt Johnson**

Welcome to Stephen Knight Center for Early Education (SKCEE) – a very special school unlike any other. Our wonderful facility has been re-designed specifically for preschool and kindergarten students. Our curriculum, instructional tools, educational toys and playground equipment have been created by early-childhood-development experts. Small class sizes in our ECE programs, and a licensed teacher and paraprofessional in every classroom, will ensure every child receives the personalized attention they need to thrive. We are very proud to have Cory Kindergarten students as part of our SKCEE community. Our full day Kindergarten program has a 5 hour para in every classroom during instructional times to ensure that every kindergarten student receives the personalized attention they need. All full day classrooms attend PE and Integrated Arts daily taught by licensed teachers credentialed in their field of expertise. We are also proud to have a library that every student attends weekly, facilitated by a trained librarian paraprofessional tech. Each student will check out books throughout the school year.

This handbook is provided annually to families enrolled at Stephen Knight Center for Early Education (SKCEE). It has been written to provide an additional resource for our families as a supplement to the Denver Public Schools Department of Early Education “A – Z” Policies and Procedures. SKCEE follows all DPS Board Policies and the Early Education Policies and Procedures for every student enrolled at this site. Please retain this handbook for the entire year and refer to it often.

Sincerely yours,

*Matthew Johnson*

Proud Principal

Stephen Knight Center for Early Education

3245 E. Exposition Ave.

Denver, CO 80209

[Matthew\_Johnson2@dpsk12.org](mailto:Matthew_Johnson2@dpsk12.org)

(720) 424-6500

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Our Programs

**Due to Covid-19, all classes will be on a staggered drop off and pick up schedule.**

[**Please click here for the staggered schedule.**](http://skcee.dpsk12.org/wp-content/uploads/2020/10/Final-Parent-Facing-Staggered-Arrival-Dismissal.pdf)

**Full Day Programs**

Monday - Friday: 8:15 a.m. - 2:45 p.m. -  **please check with your teacher for your scheduled start and end times**

* Breakfast provided daily - free of charge
* Hot Lunch available - free through the end of 2020
* Afternoon snack provided
* PE or Integrated Arts attended daily

**Full Day Kindergarten:**

Monday –Friday: 8:15 a.m. - 2:45 p.m. **- please check with your teacher for your scheduled**

* Breakfast provided daily - free of charge
* Hot Lunch available - free through the end of 2020
* PE or Integrated Arts attended daily

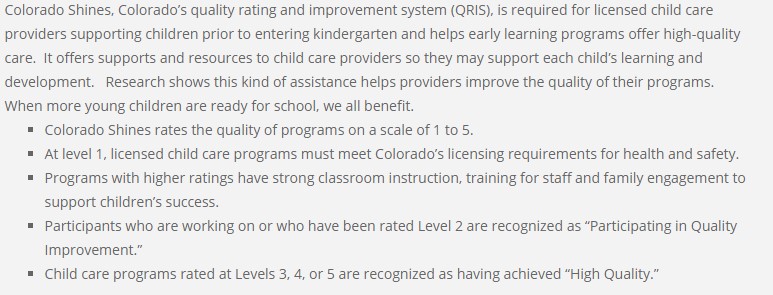
**Half Day Programs - please check with your teacher for your scheduled staggered start and end times** Morning ECE: 8:15 a.m. - 10:45 a.m. Afternoon ECE: 12:15 p.m. - 2:45 p.m.

**Discovery Link**:

Offers programming for children **3-years-old and up**

Registration & pricing Information: **720-424-6517**

* Early Riser: 6:30 a.m. - 8:15 a.m.
* After School Care: 2:45 p.m. - 6:00 p.m.



We were rated in the 2014-2015 school year and are proudly rated at a level 4!

**Vision**

Our vision is to sustain a positive, strong, and diverse learning community where students grow as people and as learners. SKCEE is a place where staff and parents work together for the development of the whole child, fostering a love of learning and global citizenship in our students.

**Mission**

We are a learning community committed to ensuring each child reaches their potential through rigorous and differentiated learning. We value relationships between staff, students, and families.

**Stephen Knight Center for Early Education (SKCEE)**

We offer-

* An inclusive and caring community of learners
* Education for each child through intentional, meaningful experiences
* We embrace the uniqueness of each child
* We provide a challenging and engaging curriculum with experiences that follow children’s interests and abilities
* We assess each child continually using authentic and systematic methods
* We plan learning experiences based on assessment
* Daily recess time supports gross motor skill development
* We promote parent involvement through positive school and home partnerships
* We enhance services through community partnerships and collaboration
* We ensure a safe and respectful environment
* Teachers are trained in differentiated instruction and supports for English Language Learners
* In ECE: Creative Curriculum- Developmentally appropriate, play-based preschool curriculum aligned with Common Core State Standards
* In Kindergarten: We use a balanced literacy approach with Benchmark and Bridges for our math

## SKCEE Policies and Procedures

### Daily Operations

**ATTENDANCE:**

* Regular attendance is essential for success at school.
* Parents are asked to leave a message on the 24-hour attendance line if your child is going to be absent. Attendance line: 720-424-6501
* Parents should leave the following information: child’s name, parent’s name, teacher, date(s) of absence, reason for absence.
* **If your child is ill please provide their symptoms for tracking purposes**
  + This year we are addressing illnesses differently due to **COVID-19**.  **Please note the important information below to help determine when your child may return to school.**
    - **If your child’s symptoms resolve within 48 hours and there are no symptoms for 24 hours without medication, they may return to school.**
    - **If your child’s symptoms last more than 48 hours**, they may return to school after 10 days from the onset of the symptoms,***IF*** symptoms are resolving and there is no fever for 24 hours without medication.
    - **Alternatively,** if you receive a medical diagnosis to explain the symptoms, your child may return to school when they are fever free without medication for 24 hours and other symptoms are resolving.
    - Please share any diagnosis from the provider when your child returns to school.  Please update both the office (720-424-6503) and the health office (720-424-6505) with updated information regarding your child's health.
* **Excused absence:** Absences are excused for personal illness, family illness, doctor’s appointments, and family emergencies.
* **Unexcused absence:** Absences are unexcused when a reason is not called into the attendance line

*See Appendix, DPS ECE Licensing Policies and Procedures A-Z, Item “Z“*

**Attendance procedures:**

**\*\*If your child is absent from school you will receive a message through the School Messenger service alerting you that your child has been marked absent. Please call the attendance line to excuse the absence.**

If a child is absent for unexcused reasons (no call to attendance line or reaching out to teacher)-

* 3 consecutive days - Teacher will contact family to determine reason for absences
* 5 consecutive days - Administration will contact family to determine reason for the absences
* **10 consecutive days - the child may need to be dropped from the program**

**and replaced with a child on the waiting list (based on Principal/CSC policy).**

* Children with excessive excused absences may also be referred to the school’s Psychologist with an attendance plan recommended.

**Tardies**

* It is important that children arrive on time for school
* When a child arrives after their scheduled arrival time - please come to the front of the building and ring the buzzer, a staff member will greet you and walk your child to their classroom.

**CLOTHING:**

We encourage you to dress your child for the day’s weather, comfort, and play. Shoes should be suitable for active outdoor play.

Please send your child with shoes that are easily removed and put on because the playground surface material gets inside shoes.

* Flip-flops and dress shoes are discouraged.
* The teachers will keep you informed of any special apparel needs. Removable clothing such as sweaters, coats and boots should be **labeled with your child’s name.**
* Smocks are provided for messy activities; however, accidents can happen. Our paints are washable. Usually, prompt attention with soap and water takes care of any soiling.
* Please send your child to school with a weather appropriate change of clothing including: shirt, shorts/pants, underwear, and socks. These should remain accessible EVERY day and all items should be labeled with your child’s name. Don’t forget to update these items as seasons change and after accidents.
* Please keep in mind that temperatures and weather change quickly in Colorado and please plan appropriately when it comes to outerwear for your child. Teachers take their students outside when the weather is 28\* or above.

### Arrival/Early Pick-Up

### *Due to Covid-19 only staff and students will be allowed in the building* anyone arriving to the building after drop-off with a late student must come to the front door and ring the buzzer; a staff member will greet you and walk your child to their classroom.

**Parents that are habitually late for drop-off or pick-up will be referred administration.**

If you need to pick-up your child early from school please call the front office before your arrival so we can make arrangements to have your child brought to the front office. Upon arrival please come to the front door and ring the buzzer. We will then bring your child to you.

* If you are picking your child up early and you know ahead of time, please let your child’s teacher know at drop-off

**ECE ARRIVAL AND PICK-UP**

**Arrival:** Parents must park legally and then walk to their designated door for hand-to-hand drop-off/pick-up each day.

You are required to sign your child in and then out upon leaving. Please remain with your child until the doors to the classroom open, or until you have had the opportunity to sign-in or sign-out your child with the classroom teacher and/or paraprofessional.

**Dismissal:** At the end of each day teachers will bring their students to the designated pick-up location to greet parents. At that time parents/guardians or emergency contacts will sign their child out of class for the day.

***The teacher will only release to an adult over 18 that is indicated on the Parent Permission Form.***

**KINDERGARTEN ARRIVAL AND PICK-UP**

**Arrival:**

* Kindergarten parents must use the “Hug and Go” roundabout to drop off their student at their designated time.
* Staff members will be assisting at the “hug and go” and helping your child out of the car.
* Please do not drop off your child before their designated time and do not leave your child unattended if you do not see a staff member outside.
* Once you are in the loop, continue to pull all the way forward (remaining in your vehicle with it running) and a staff member will help your child out of your car.
* If you arrive after your designated drop-off time you must take your child to the front of our building and ring the buzzer and a staff member will greet you and walk your child to their classroom. Please do not send your child to the door unattended.
* During inclement weather the teacher will be greeting their students at the door during their designated drop-off time. Parents are responsible for assisting children in and out of their vehicle and visually observing them until they enter the door. If you do not see your teacher at the door during inclement weather, please park legally and take your child to the front of the building and a staff member will walk them to class.

**Dismissal:**

* Dismissal will run as a “Hug ‘n Go” process similar to the morning process.
* **Please arrive at your designated time.**
* Once you are in the loop, continue to pull all the way forward (remaining in your vehicle with it running) and a staff member will help your child into your car.
* Children will wait with their teacher near the fence by the playground until they see or are called to their car.
* On days with very severe weather, we will still use the Hug ‘n Go system at dismissal. However, the children will wait right inside the doors.

**UNAUTHORIZED PICK-UP:**

For the safety of our children, we can only release students to adults over the age of 18 and authorized on the paperwork you signed and submitted during registration and verification. Please contact the office if you need to give us permission to have a different person pick up. We will ask for your written permission and we will check identification.

*See Appendix, DPS ECE Parent Permission Form and DPS ECE Policies and Procedures A-Z, Item “O”*

**It is important that you are on time to pick up your child from school. if you are late, your child will be taken to the front office to wait for you.**

**Please see the following policy for late pick up:**

* The front office staff will contact the parent/emergency number to request that they pick up their child at the SKCEE front office.
* A staff member will remain with the child until a responsible person picks up the child.

*(See Appendix, DPS EE Policies and Procedures A-Z, Item “O”.)*

### Enrollment

**ENROLLMENT POLICY:**

[**For more information regarding enrollment please click here**](http://schoolchoice.dpsk12.org/)**.**

Please be aware that preschool and kindergarten education is not mandated in the State of Colorado, with the exception of children with disabilities.

1. Children must meet age requirements of being 3, 4 or 5 on or before October 1st of the year of enrollment.
2. Residents in Denver Public Schools boundaries will receive priority for enrollment.

**FORMS:**

Required paperwork and forms for registration (completed and uploaded online)

1. Student Registration Form - completed online
2. Department of Health Certification of Immunization **(which is required on or before the first day of school)**
3. Child’s Statement of Health Status for Enrollment (ECE students only)
4. Birth Certificate
5. Proof of Residency
6. Proof of Income (4 year-old only)
7. Home Language Questionnaire (HLQ)
8. Parent Permission Form
9. Release for medication signed by physician if applicable
10. ECE Parent Packet - provided by the school
11. Per ECE licensing, students will not be permitted to attend class in the absence of these forms. This is a new policy per ECE Licensing and Administration.

**COVID-19 Medical Policy**

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own [eyes, nose, or mouth](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html). Therefore, personal prevention practices (such as [handwashing](https://www.cdc.gov/handwashing/when-how-handwashing.html), [staying home when sick](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)) and environmental [cleaning and disinfection](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) are important principles of staying healthy.

**If any of the following symptoms are present, keep the child at home/ stay at home, inform the school of symptoms, and reach out to a health care provider about COVID-19 testing and next steps for treatment.**

* **Feeling feverish, having chills, or temperature 100.4°F or higher.**
* **New or unexplained persistent cough.**
* **Shortness of breath.**
* **Difficulty breathing.**
* **Loss of taste or smell.**
* **Fatigue.**
* **Muscle aches**
* **Headache.**
* **Sore throat.**
* **Nausea or vomiting.**
* **Diarrhea.**
* **Runny nose or congestion**

**You child can return to school after:**

* **10 days since symptoms first appeared and**
* **48 hours with no fever without the use of fever-reducing medications and**
* **Other symptoms of COVID-19 are improving\***

## Watch for symptoms

**The most common symptoms of COVID-19 in children are fever and cough.**

The symptoms of COVID-19 are similar in adults and children and can look like other common illnesses, like colds, strep throat, or allergies. The most common symptoms of COVID-19 in children are fever and cough, but children may have any of these signs or symptoms of COVID-19:

* **Fever or chills**
* **Cough**
* **Nasal congestion or runny nose**
* **New loss of taste or smell**
* **Sore throat**
* **Shortness of breath or difficulty breathing**
* **Diarrhea**
* **Nausea or vomiting**
* **Stomachache**
* **Tiredness**
* **Headache**
* **Muscle or body aches**
* **Poor appetite or poor feeding, especially in babies under 1 year old**

**Monitor your child for COVID-19 symptoms every day**

**Pay particular attention to:**

* Fever (temperature 100.4 °F or higher)
* Sore throat
* New uncontrolled cough that causes difficulty breathing (for a child with chronic allergic/asthmatic cough, see if there is a change from their usual cough)
* Diarrhea, vomiting, or stomachache
* New onset of severe headache, especially with a fever

**Keep your child home and call their healthcare provider if your child gets sick**

**If your child has symptoms and may have been exposed to the virus that causes COVID-19 or has been in an area where the virus is spreading,**

* **Keep your child home**
* Call your child’s healthcare provider to discuss whether your child needs to be evaluated or tested for COVID-19. If you suspect that your child or someone they know has COVID-19 or has come into close contact with someone who has COVID-19, visit [Coronavirus self-checker](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html). This online tool will help you decide when to seek testing or medical care for your child.
* [**Protect yourself from COVID-19 while caring for your child**](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html)
* **Notify your child’s school that your child is sick. Also inform the school if your child has had a COVID-19 test and what the result is, if available**.
* Review your child’s school policies related to when a child who has been sick can return - please see below
* Bring your child back to school or other in-person activities only after they can [safely be around others](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

If your child is sick but a healthcare provider tells you that your child doesn’t have COVID-19, your child may still need to stay home for some time. Before bringing your child back to school or other in-person activities, discuss your child’s illness with their healthcare provider and review your child’s school (or other childcare facility) policies related to when a child who has been sick can return.

**You child can return to school after:**

* **10 days since symptoms first appeared and**
* **48 hours with no fever without the use of fever-reducing medications and**
* **Other symptoms of COVID-19 are improving\***

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation​*

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”

## I tested positive for COVID-19 but had no symptoms

If you or your child continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results. **If someone in the household tests positive for COVID-19, your child will be advised to stay home from school for 10 days.**

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.

**Medical Policy**

**ACCIDENT OR ILLNESS:**

**Please see the previous page for resources during COVID-19**

**ILLNESS:** We ask that all our parents follow the “GOLDEN HEALTH RULE”. Place yourself in the role of other parents - would you want your child exposed? Remember a child who is not feeling well is out of sorts and the experience at school will not be as valuable for your child. If your child is sent to school ill, we will call to have a parent pick them up. ***For your child’s protection and to protect their schoolmates,***

***KEEP YOUR CHILDREN AT HOME IF THE FOLLOWING SYMPTOMS ARE PRESENT:***

***We felt it was important to show the pre-COVID-19 list of symptoms***

1. Diarrhea
2. Fever - must be fever free for 24 hours before returning to school
3. “Flu-Like” Symptoms
4. Coughing
5. Mild Respiratory or Cold Symptoms
6. Rash
7. Vomiting/Throwing Up
8. Conjunctivitis (pink eye)
9. RSV
10. Strep Throat - must be on antibiotics for a minimum of 24 hours before returning
11. Heavy yellow or green nasal discharge
12. Fussy, cranky, and generally not themselves

It is important for your child to come to school well rested.  **REMEMBER**, rest may prevent the development of serious illness. Symptoms of a possible communicable disease are: sniffles, reddened eyes, sore throat, headache, abdominal pain, plus a fever. Please report any communicable diseases confirmed by a doctor to your student’s teacher and the health office.

If your child becomes ill at school, we will notify you. **It is very important that you keep your emergency numbers CURRENT!** If your child is sick and will not be attending school, please call the attendance line at 720-424-6501.

**MEDICATION AT SCHOOL**

All medication needs a physician authorization, along with all required forms. Medications are stored in our office (not with teachers in classrooms). Please do not deliver medications to your child’s teacher.

We do not administer any over the counter medications including Tylenol.

*See Appendix, DPS ECE Policies and Procedures A-Z, Item “Q”*

**Policy on Diapering and Toilet Training:**

All children are accepted into the program regardless of toileting concerns. The staff at the Stephen Knight Center for Early Education will work with you and your child towards their toileting goals and ensure the safety of your child while they attend our center.

If your child is wearing diapers or pull-ups we ask that you supply diapers or pull-ups and wipes when your child attends.

*Please refer to Appendix, DPS ECE Policies and Procedures A-Z, Item “T”*

**If you have questions or concerns regarding this process with your child, please contact your child’s teacher.**

**Other Useful Information**

**Home – School Connection**

**Parent Conferences:**

* Parent-teacher conferences will be scheduled once per year in the fall to discuss student performance.
* A personal, email, telephone or virtual appointment will be arranged by your child’s teacher.
* If you have a special concern, please contact your classroom teacher.

**Classroom Visitation:**

**Due to Covid-19 we are currently not hosting classroom visitations**

* Parents and adult relatives (with parent/guardian permission) that are listed on the emergency card are welcome to visit our classrooms by contacting the teacher to arrange a time to visit.
* We ask that visits are pre-arranged with the teacher and are limited in time to no longer than 30 minutes to minimize classroom interruption.
* All visitors must sign-in at the front office and in the ECE classroom and wear a visitor badge.

*(See Appendix, DPS EE Policies and Procedures A-Z, Item “U”.)*

**Home/School Communications:**

* **SKCEE will communicate important announcements primarily by email -** please make sure the front office has your most current email addresses.
* If you are not receiving any email correspondence from us, please check your junk/spam folders and verify your email address in the front office.
* If you cannot be reached electronically and need paper copies of SKCEE communications, please contact the office.
  + For other communications check your child’s backpack daily.
  + There will be emails/blasts from the Principal and the PTA ❖ Check the website -  [http://skcee.dpsk12.org](http://skcee.dpsk12.org/)

**Celebrations:**

* Birthday celebrations may be held if prior arrangements are made with the classroom teacher, and these are held at the end of the school day.
* Please communicate with your child’s classroom teacher in regard to any food allergies you may need to know of before providing food. **See memo of understanding re: nut controlled school environment.**

**Toys from Home:**

* Children who are enrolled in full-day preschool may bring a soft item with them for naptime (blanket/stuffy).
* The item will remain in the child’s backpack or cubby during the day and returned after nap. All items must be labeled with your child’s name.

### Enrichment Programs

* At this time we are not offering enrichment programs due to Covid-19 and district guidelines

### Field Trips

* At this time there are no planned field trips due to Covid-19

### Nutrition

**Nutritious Lunch**

* During this time breakfast and lunch will be served in the classroom
* Our Cafeteria provides a free individually boxed breakfast, and an individually boxed daily hot lunch offering (free through the end of 2020).
* Starting in January 2021 sign up online at [myschoolbucks.com](https://www.myschoolbucks.com) to create a lunch account for your child. Money can be added to this account on a regular basis. Our school number is 178, and the school name is under Knight CEE.
* Parents have the option to provide a “brought” lunch for their child who attends full-day preschool or kindergarten. **Please refrain from bringing items that need to be heated, cooked or microwaved during the lunch period**. Pre-warmed or iced food items should be sent in your child’s lunchbox using a thermos or ice pack food container.
* Our building is a Nut-Controlled Facility, which means we ask parents not to send students to school with tree nuts or peanut products since we have students with life threatening allergies.
* **In compliance with Colorado Department of Human Services Child Care licensing requirements: please do not send any food or other items in a plastic bag that is larger than a quart sized bag (plastic grocery bags are not allowed). Food items must be wrapped or kept in reusable containers (i.e., aluminum foil, cloth pouches w/ zippers or Velcro, hard plastic containers). Please do not use glass containers of any size in your child’s lunch**
* Please send your child’s “brought” lunch in a lunchbox with any necessary utensils for their lunch.
* Additionally, please ensure that food items are as “ready to eat” as possible.
* Adult staff will help pull off lids and tear packaging; however, please send food, such as fruit and hard-boiled eggs, already peeled if your child is unable to peel him/herself

**Snack:**

**ECE:** For all full-day students, an afternoon snack will be provided.

**Kindergarten:** Each teacher will work with families to provide a morning snack for students.

Please remember to provide healthy choices. **Please see memo of understanding for our nut-controlled school**

**Hydration:**

Please have your children bring a personal water bottle **labeled with their name** to school for his/her use during the day. Please ask your child’s teacher about the best place to keep the water bottle.

**Stephen Knight Center for Early Education**

**Memo of Understanding: Nut-controlled Facility**

**To:**  Parent(s) of child(ren) attending school at the Stephen Knight Center for Early Education

**From:**  Matthew Johnson, Principal, Stephen Knight Center for Early Education

Dear Parent or Guardian,

The Stephen Knight Center for Early Education is a ***nut-controlled*** environment. This memo of understanding and policy began in 2010 and will stand in effect for future school years

We have **many** students with a severe allergy to tree nuts.

As safety is the number one priority of this school environment the declaration that we are a nut-controlled environment was ensured in spoken and written form to help ensure the safety of the students at SKCEE.

Please refrain from sending any nut products to the school for snack or in your child’s lunch.

If you have questions about this, please do not hesitate to contact me directly.

Thank you for your understanding and your support.

Sincerely,

Matthew Johnson

Principal of Stephen Knight Center for Early Education

720-424-6502

Matthew\_Johnson2@dpsk12.org

### 

**SAFETY**

**Storm Emergency Procedures**

We follow the school district policy on school closures. The closings are announced on local radio, local news programs and on the district web-site at [dpsk12.org.](http://www.dpsk12.org/) Closings for the district are announced as “Denver Public Schools.” Please use good judgment when deciding whether or not to drive your child to school.

**The Safety Rule in Classrooms**

We teach the following safety rules at school to (1) remind children how to interact appropriately with others; (2) to help children feel safe in their classrooms.

Our school-wide language and expectations:

* We are safe.
* We are gentle.
* We are helpful.

Through many discussions, the teacher and the children discuss what **“We keep ourselves safe”** means in terms of concrete behaviors surrounding playground play, going on field trips, using the bathroom, etc. **“We keep each other safe”** is clearly defined – no actions against someone which could hurt their bodies (hitting, kicking, pushing, etc.) or their feelings (name calling, teasing, hurtful words, etc.) **“We keep our things safe”** includes all materials, products children make, and anything which is brought from home.

* While at school, in the classroom or on the playground, your child is expected to follow our school rules. Acceptable behavior is encouraged by giving positive verbal rewards. Asking a child to stop and think about his/her behavior enables the child to work at self-control. When a child does not cooperate, appropriate strategies will be used to manage behavior.
* Corporal punishment is NOT an acceptable method of dealing with children’s behavior. Children will not be hit, slapped or spanked in any manner while attending the Stephen Knight Center for Early Education.

***If a rule is broken*:**

* + Unless it is a very serious problem, your child’s teacher and an appropriate staff member will talk with your child and will also talk with the child’s parents.
  + If behavior problems persist, the parent is asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way.
  + It may be suggested that the child be involved in a behavior plan, with the parent being involved in the process as well.

***If the rules continue to be broken*:**

* + Administrative staff will work with the teacher and the student and a parent will be contacted to share the information and collaborate around an action plan.
  + According to state law, if a student is habitually disruptive or disobedient, the procedure in the District Behavior Standards and Conduct Discipline Code booklet should be followed.
  + For more information about the procedure, please contact Dr. Sheila Deacon, Principal.

**Inclement Weather Days**

*See Appendix, DPS ECE Policies and Procedures A-Z, Item “D”*

***Cold Weather:***

Children will go out to recess if the temperature is 30 degrees or higher.

* *Please be sure to send your students with winter weather gear (coat, hat, gloves/mittens, snow boots, and snow pants) each day so we can bring them outside as much as possible. In order to keep all students warm and dry, children will not be permitted to actively play in the snow unless they are wearing snow boots and pants. We typically don’t send students out when it’s below 30 degrees, but we do go out for quick 5 minute “snow walks” when it’s 30 degrees or warmer.*

***Hot Weather*:**

If weather is 90 degrees or higher, frequent water breaks will be provided in all play settings.

*See Appendix, DPS ECE Parent Permission Form for details regarding sunscreen.*

**Parking, Parking Lot Safety, Crosswalk and Bus Lane Information**

SKCEE’s utmost concern is that of your child’s safety. One of our licensure regulations is that all ECE students must be delivered to their classrooms via “hand to hand” drop off and sign in, which necessitates many vehicles coming and going through our parking lots at various times during the day.

We also provide Denver Public Schools bus transportation for several of our students

It is imperative that anyone transporting a child to the Stephen Knight Center for Early Education by car know and understand the following guide-lines and agreements. Please share this information with all adults who may be transporting your child to or from school:

**Parking Lots:**

1. Please adhere to a speed limit of 5 miles per hour in any school parking lot.
2. Please adhere to the **NO Cell** **Phone** Zones.
3. Park in the south, west, or northwest lots in DESIGNATED parking spaces only.
4. **Please adhere to identified reserved spots**, as there are some spots that are either for handicapped accessibility or have been purchased at our annual auction. **All spots that are reserved are clearly identified with a sign.**
5. Access to the northwest lot “hug and go” roundabout is through the west lot. Please adhere to all one-way signs and be on the lookout for cars pulling in and backing out.
6. If there is no available parking, please remain in your vehicle and wait for a designated space to park or to pull through the “hug and go” roundabout. Please do not block traffic, other vehicles, or access to the roundabout at any time.
7. Please make **RIGHT TURNS ONLY** onto Exposition when exiting our parking lot. This prevents congestion in our lots and on the surrounding streets.

**Bus Lane:**

1. There is no parking in the bus lane. You may park in the parking spaces in the loop.
2. Buses will use the right side of the drive (north) for pick up and drop off of students.
3. The passenger loading and unloading zone that is on Exposition is a city street and tickets may be issued by the City and County of Denver.
4. You will see a couple of vehicles that do temporarily stop in the bus loading zone. These are district-funded vehicles transporting students and are considered buses, which is why they are able to use that lane.

**THIS WILL BE ENFORCED BY A DENVER PUBLIC SCHOOLS SAFETY AND SECURITY OFFICER ASSIGNED TO OUR BUILDING.**

**Crosswalk:**

1. Crosswalk light is active and MUST be utilized for crossing Exposition Ave.
2. Because of our hand to hand drop off regulation with an adult, children should never be present in the cross walk without an adult.
3. Although we usually have a crossing guard present, parents will serve as their child’s own “crossing guard” representative for utmost safety of their children when no crossing guard is present.

**“Hug and Go” Kindergarten Roundabout Procedures**

1. Drop-Off and Pick-Up for Kindergarten students occurs on the Northwest side of the building.
2. Drivers must remain in the vehicle at all times with the vehicle running to keep the car line moving through the loop
3. Pull “All the Way Forward” each time the line moves or as directed by staff
4. Students must exit/enter from the passenger side of the vehicle ONLY. A staff member will help your child out/into your car. Please do not step out to assist your child.
5. PM Dismissal: Children will wait with their teacher near the fence by the playground until they see or are called to their car. On days with very severe weather, we will still use the “Hug and Go” system. However, the children will wait right inside the doors until the adult with the walkie-talkie calls them out to their car.
6. Follow the roundabout and exit the parking area SLOWLY
7. NEVER park your car while in the car line or leave your car to pick up your child (unless you park in a parking space or along the street in front of the school) as this creates a roadblock for all the other parents trying to pick up children.
8. The “Hug and Go” roundabout is never to be used for short-term or long-term parking. Please help us keep the flow of traffic moving through this area by respecting this zone as a drop-off or pick-up zone only.
9. Please refrain from cell phone use in the parking lot as this creates a potentially dangerous situation for everyone.

Thank you for being an active partner with us in ensuring these guidelines are followed to help protect all children at the Stephen Knight Center for Early Education.



Drop Off



Cell Phone

Free Zon

e

**Ways to Volunteer**

**Here are some ways to volunteer here at SKCEE!**

* Due to Covid-19, many of these options are currently unavailable. We encourage you to find ways to support the school remotely.

**Did you know that Research shows that parent engagement has a positive effect on your child? Doing homework together or just asking how the day went, simply can do the magic. Another good way to show your child that their school is important is by helping out.**

-Help in your **classroom**. You can help the classroom by either being in the classroom on a regular basis ***or help from home by organizing paperwork, events or classroom communication. Please contact your teacher for more information.***

-Help in the **lunchroom**. ***We left this on as a reminder that once we go back to normal - we LOVE to have parents help during lunchtime!*** The most chaotic moment of the day for our students is lunch hour. The school can use extra hands to make sure the children reload their “batteries.” Sign up will be available at the orientation. We very much appreciate each family trying to sign up for one lunch period during the year. It is a great help to us!

-Join the **Collaborative School Committee (CSC): *This is a great way to support the school, CSC will be meeting virtually during this time.*** This committee focuses collaboratively on enhancing the student achievement and the school climate. Their main tool is the school’s ‘business plan” also called the Unified Improvement Plan, the budget and staffing. The CSC meets on a monthly basis. To learn more about the CSC please contact the current school year’s CSC chair. <http://skcee.dpsk12.org/information-for-parents/committee-meeting-information>

-Join the **Parent Teacher Association (PTA):** ***Another great way to volunteer! PTA is also holding virtual meetings.*** The PTA’s mission is to “create a community for Knight CEE” that embraces the school’s values, encourages involvement and volunteerism, and advocates for an exceptional, well-rounded educational experience for our children. There are numerous ways to help out. For more information, contact the current year’s PTA President. There will be flyers regarding PTA during registration and orientation. <http://knightceepta.wix.com/site>

**-**Attend **Superintendent’s Parent Forum-** Superintendent Parent Forums are regular sessions to share information with parents and families. The forums are attended by parents, who have been chosen by their schools, and they learn about district initiatives and information that will help them support their child’s success at school and at home. The parent representatives take that information and share it with the rest of the parent community.

DPS requires all volunteers to fill out a volunteer application and background check. Once we resume having parents in the building you will need to complete a background check. If you would like to get a jump on things, please go here: <https://equity.dpsk12.org/get-involved/volunteer-services/>

# Appendix

**DENVER PUBLIC SCHOOLS**

**EARLY EDUCATION DEPARTMENT**

**LICENSING POLICIES & PROCEDURES A - Z**

*A written statement of the center’s policies and procedures must be made available to parents and guardians and to staff and must include the following:*

1. **The center’s purpose and its philosophy on child care.** Denver Public Schools Early Education Department Mission Statement: To create an integrated and comprehensive system of diverse, high quality early childhood education and care services that enhances the development of young children so they are “ready to succeed” when they enter school; to support families in their role as nurturers and first teachers; and to meet the needs and financial abilities of Denver’s working parents.
2. **The ages of children accepted.** 2 years, 10 months-6 years. Children must be three (3) or four (4) years of age on or before October 1 of the year of enrollment and, for Head Start classrooms, meet the income qualification guidelines.
3. **The hours the center is open, specific hours during which special programs are offered, holidays when the center is closed.** Half-day Early Childhood Education (ECE) classes are typically 2 hours/40 minutes per day and full-day ECE classes are typically 6 hours/30 minutes per day Monday through Friday except for predetermined days for Professional Learning. Specific hours of operation are determined by the individual school. Holidays and District Planning Days are determined by the district calendar.
4. **The policy regarding inclement or excessively hot weather.** If the school administrator determines the outdoor weather to be too extreme, either due to heat, cold or other conditions, for children to participate in outdoor activities, ECE children will not go outside.
5. **Procedure concerning admission and registration of children.** Children must be three (3) or four (4) years old on or before October 1 of the year of enrollment. A legal birth certificate or other acceptable record shall be required for enrollment age verification. Payment of tuition at various levels or tuition-free status is based on family income provided at the time of application. Residents of the city and county of Denver will have priority in filling available classroom slots. Families living outside the city and county of Denver may be accepted at non-Denver resident tuition levels if space is available. Additional income requirements must be met in Head Start classrooms. ECE children register according to DPS registration and Colorado state child care licensing requirements.
6. **Itemized fee schedule.** ECE student tuition is determined by a sliding fee scale based on family size income. Each applicant is given a copy of the fee scale at the time of application.
7. **Procedure for identifying where children are at all times.** Children are signed in and out at the start and end of each class by the parent/guardian or other adult person for whom written authorization has been given by the parent/guardian. Only full signatures are acceptable on the sign-in/out forms, *not initials.* Teachers do regular roll-calls and head counts at daily transition times, such as returning from the playground, lining up for a trip to the library, etc. Children are not allowed to leave the classroom or group unaccompanied at any time.
8. **The center’s procedure on guidance, positive instruction, supporting positive behaviors, discipline and consequences, including how the center will:**
9. **Cultivate positive child, staff and family relationships.** ECE staff work to develop a personal relationship with each student during daily classroom interactions and with the student’s family by positive and respectful communication. Opportunities include phone and in-person conferencing, classroom volunteering, extracurricular activities, and, in some cases, home visits.
10. **Create and maintain a socially and emotionally respectful early learning and care environment.** Positive social and emotional behaviors are taught in the ECE classroom and students are given scaffolded support to understand, practice and develop these skills.
11. **Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children.** Individual district schools use various approaches to support social/emotional competence including CLASS, No Nonsense Nurturing, Dinosaur School, and Pyramid Plus.
12. **Provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.** ECE programs follow their respective school’s code of conduct and Board of Education policy JK-R. DPS prioritizes guidance strategies that are rooted primarily in therapeutic interventions or restorative practices.
13. **Access an early childhood mental health consultant or other specialist as needed.** The DPS Division of Student Services provides school partners that can assist with helping to address significant behavior needs of ECE students. Head Start funded sites include direct consultation with Denver Health staff.
14. **The procedure, including notification of parents and guardians, for handling children’s illnesses, accidents and injuries.** Parents are informed in writing of all illnesses, accidents and injuries on the day of occurrence unless the incident warrants immediate attention in which case appropriate procedures are initiated and the parents are contacted.
15. **The procedures for responding to emergencies such as lost children, tornadoes, and fires.** Staff attempts to locate a missing child, informing appropriate authorities, including police, sheriff, etc., based on the location from which the child is missing. After 15 minutes, emergency procedures, as defined in G, I, and any other related procedures, apply. Fire drills are held at schools monthly; tornado drills are held monthly from March - October; shelter-in-place, lockdown, and active shooter drills are held three times per year/each school year to ensure students become familiar with the procedure.
16. **The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities.** Parent/guardian permission for excursions is signed upon enrollment. Parents/guardians are notified prior to all field trips requiring transportation of children. District transportation procedures are used for field trips and in cases of scheduled transportation of children to and from school in compliance with Colorado Department of Transportation and state child care licensing regulations.
17. **The procedure governing field trips, television and video viewing and special activities, including staff responsibility for the supervision of children.** Parent/guardian permission for excursions, media and internet use is required annually in Denver Public Schools and is furnished at registration. TV, recorded media, and video use is NOT encouraged in Early Childhood Education classrooms. However, if such use is believed to be relevant by an ECE teacher, school policies, as determined by the principal and Collaborative School Committee, will apply and will be limited to 30 minutes per week. Computer and tablet use in the ECE classroom is designed to support and enhance children’s skills in alignment with curriculum goals but is limited to non-consecutive fifteen (15) minute increments, not to exceed 30 minutes per day.
18. **The policy on children’s safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road.** Public school transportation guidelines in compliance with Colorado Department of Transportation regulations are followed. No enrolled preschool child in
19. parent/guardian applies for and is granted an exception by the DPS Department of Transportation.
20. **The procedure for releasing children from the center only to persons for whom the center has written authorization.** Parents/guardians are required to complete a *Parent/Guardian Information and Permissions* form when enrolling their ECE child that lists only those adults to whom their child may be released. Children may be released to other adults with written parent/guardian approval. At least one piece of identification must be inspected (and a copy kept in the child’s file) for individuals who are strangers to ECE staff. Per state licensing requirements, parents, guardians or others authorized in writing by the parent or guardian are required to sign children in and out of the classroom daily.
21. **The procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day.** If ECE children are not picked up on time and then escorted to the office, there should be a fully background checked person (Licensing Trails, CBI, FBI) caring for them in the office and that person should have ECT or AECT qualifications on file. If it is office staff that are caring for the children, then either DPS has to background check those office staff under the ECE license and keep qualifications for them on file, or children can be cared for in the classroom by a qualified ECE staff member until parents can be reached.
22. **The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion.** All children will be taken care of upon arrival by school personnel. A plan is in place at each school that meets the needs of their community.
23. **The procedure for storing and administering children’s medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the “Nurse Practice Act.”** In DPS, each school’s procedure for storage and administration of medication as designated by the “Nurse Practice Act” is applicable to the Early Childhood classrooms. School staff trained and delegated to administer medications to ECE students will be specified in the school nurse’s planning book. Only those ECE classrooms trained and delegated to administer emergency or routine medications will store required medications in the classroom.
24. **The procedure concerning children’s personal belongings and money.** A limited space is provided for each child’s personal belongings. Parents/guardians are advised that children do not bring money or valuables to school. Should a child bring money or valuables or when special event purchases occur, classroom staff collects the money or valuables at the beginning of the session for safekeeping. Valuable items and cash for non-specific uses are returned at the end of the day.
25. **Meals and snacks.** Meals and snacks are nutritious and either determined by program requirements, or can be site-based choices.
26. **Diapering and toilet training.** Children enrolling in Denver Public Schools ECE will be supported in becoming independent in their toileting routine. In case an accident occurs, the staff will treat the child with care and respect. Parents will be notified. A child’s need for toilet training **cannot** be the basis for denying enrollment to an Early Childhood Education student. In classrooms where diapering is required, CDHS regulations from Personal Hygiene and Space Requirements will be followed in addition to CDPHE diapering regulations.
27. **Visitors to the center.** Per *Denver Public Schools Policy KI* , visitors must report to the school office when entering, receiving authorization before visiting elsewhere in the building. In the ECE classroom, visitors will sign in with name, date, address, phone number and purpose of their visit. At least one piece of identification must be inspected for individuals who are unknown to ECE staff.
28. **Parent and staff conferences to inform the parents or guardians of the child’s behavior, progress, and social and physical needs.** Conferences are held twice a year or as needed.
29. **The procedure for filing a complaint about childcare (see 7.701.5, General Rules for Child Care Facilities).** Posted in each classroom:
    * To file a complaint about this state licensed program, contact:
      + The Colorado Dept. of Human Services Division of Child Care

1575 Sherman St.

Denver, Colorado 80203-1714

303-866-5958

* OR by dialing 311, Denver City Information system.

1. **Reporting of child abuse (see 7.701.5, General Rules for Child Care Facilities).** Posted in each classroom:
   * To report suspicion of abuse or neglect, contact:
     + The Colorado Dept. of Human Services – Abuse Hotline

1200 Federal Blvd.

Denver, Colorado 80204

720-944-3000

1. **Notification when childcare service is withdrawn and when parents or guardians withdraw their children from the center.** In order to withdraw a child from an ECE classroom, parents/ guardians are required to inform the teacher and school office staff. Individual school procedures for withdrawal are implemented. In extreme cases, withdrawal of childcare services may occur after parents/guardians have been informed of steps necessary to maintain services and compliance has not been achieved within a specified time period.

* If a child is absent: **3 consecutive days**……teacher calls the home
  + **5 consecutive days**……refer to social worker
  + **10 consecutive days…... the child may need to be dropped from the program**

**and replaced with a child on the waiting list (based on Principal/CSCpolicy).**

**Reporting Abuse/Making a Complaint**

Your child is enrolled in a child care program licensed by the Colorado Department of Human Services and by the Department of Excise and Licenses. These licenses indicate that at the time of inspection the provider has met standards needed to operate either a licensed Family Child Care Home, Child Care Center, or School-Age Child Care program. These standards include:

* Written policies and procedures
* Communications, emergency, and security procedures
* Personnel requirements for education, experience, training, and supervision
* Requirements including procedures for admissions: health care; personal hygiene; physical care; food and nutrition; discipline; overnight care; field trips and transportation; holiday schedules; and fee policies
* Activities
* Equipment and materials
* Facility requirements
* Fire and other safety requirements
* Maintaining children’s records
* Administrative reports and records

In addition to the above standards, all licensed child care providers are required to report suspected physical, emotional, or sexual abuse of any of the children in their care. As a parent of a child/children in licensed child care, you may report any suspected abuse by calling:

**Child Abuse Hotline at 1-844-264-5437 (1-844-CO-4-KIDS)**

If you wish to make a complaint or have a concern regarding your provider you may call:

Colorado Division of Child Care 303-866-5958

Denver Public Health Inspection Division 720-865-5485

Your provider’s State Child Care License and Denver Department of Business and Excise License should be posted and available for you to see at your request. You may also review inspection reports at the facility upon request.

**Covid-19 Guidance**

**Can I go to school today?**

***At-home symptom screening for parents***

Parents and guardians can use these symptom checklists to determine when to keep their child at home based on the level of COVID-19 transmission in their community (e.g. Is the community in Protect Your Neighbor or Safer at Home or Stay at Home). School staff can also use this tool to determine if they need to stay at home. Any student or staff diagnosed with COVID-19 or who is a close contact of a COVID-19 case should not go to school and should isolate or quarantine according to public health recommendations.

These lists refer only to **new symptoms or a change in usual symptoms.** A student/ staff should not be kept home for usual symptoms they experience due to a chronic condition unless they are worse than usual. These guidelines are in addition to your regular school guidance (for example, a child with vomiting should also not attend school based on usual school guidance).

***If your child is/ you are experiencing any potentially life-threatening symptoms please call 911.***

**Low Community Transmission (Protect Your Neighbors):**

If any of the following symptoms are present, keep the child at home/ stay at home, inform the school of symptoms, and reach out to a health care provider about COVID-19 testing and next steps for treatment.

* Feeling feverish, having chills, or temperature 100.4°F or higher.
* New or unexplained persistent cough.
* Shortness of breath.
* Difficulty breathing.
* Loss of taste or smell.

**Sustained Community Transmission (Safer at Home or Stay at Home):**

If any of the following symptoms are present, keep the child at home/ stay at home, inform the school of symptoms, and reach out to a health care provider about COVID-19 testing and next steps for treatment.

* Feeling feverish, having chills, or temperature 100.4°F or higher.
* New or unexplained persistent cough.
* Shortness of breath.
* Difficulty breathing.
* Loss of taste or smell.
* Fatigue.
* Muscle aches
* Headache.
* Sore throat.
* Nausea or vomiting.
* Diarrhea.
* Runny nose or congestion.

**Face Covering Guidance for Child Care Operations and Preschools**

**Child care providers and teachers are essential and must be protected**

Providers and the children in their care must stay healthy and safe in order for care to continue. Group size, social distancing, screening for signs of illness, handwashing, respiratory etiquette, and disinfecting remain essential for keeping child care safe, opened, and operating.

Our state is now recommending face coverings or non-medical masks for all Coloradans when they leave their homes and all essential workers who interact with the public. Science is telling us that some people may spread COVID-19 even when they do not have symptoms. Wearing a non-medical mask protects others by reducing the droplets and viral particles that spread between people as we talk and interact -- especially in situations where a physical distance of 6 feet cannot be maintained.

**Who should wear a mask or face cover while in the facility**

Although CDC recommends that children under 2 should not wear a facemask, the child care environment poses unique challenges since groups of up to 10 young children may be supervised by one caregiver for several hours at a time. For that reason, our recommendation is that children under the age of 3 within the child care should not wear masks and no child should wear a mask while napping.

Additionally, children between the age of 3 and 5 should be supervised if they are wearing a mask. If the mask is creating discomfort or resulting in the child touching their face frequently, reconsider whether a mask is appropriate for that child. Parents dropping off and picking up children should be asked to wear masks while they are at the facility. Masks are required for staff caring for children and interacting with parents to the extent possible and as long as it doesn’t impact the health of the wearer. Masks for children over 3 who are not napping are recommended but not required.

**How to wear a mask or face cover while in the facility**

Choose a face covering that will stay in place and not need adjustment as you perform day to day tasks. Masks must be clean, free of holes and must not restrict your breathing. Avoid touching your face, eyes, nose and mouth as much as possible including while putting on and taking off your mask. Always wash your hands before putting on your mask, after taking it off and anytime you touch your mask.

**When to wash your mask or face covering**

Masks should be washed after each day of use and anytime they become soiled. Be sure to dry the mask completely between uses. We recommend washing and drying your mask on the highest heat setting of the washer and dryer. It’s a good idea to have more than one mask or face covering available to allow time for washing and drying after each use.