

WESTMINSTER PUBLIC SCHOOLS
EARLY LEARNING CENTER



2018-19 Family Handbook



Early Childhood Education
Westminister Public Schools



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2018-19

Philosophy

Young children learn best through play. They also find security in environments that are consistent and predictable. We understand that children acquire skills at different rates and believe that every child has the right to learn at his or her own pace.

Early Childhood Division Mission/vision:

- The mission of the Early Childhood Education division is “Building a Positive Foundation to Learn, Live, and Play.” We provide a high quality, play-based early childhood program that prepares the whole child for success in elementary school.

Classroom Composition and Staffing

The Early Learning Center (ELC) has one infant classroom, one toddler classroom, one young preschool and an older preschool class. Each of the four rooms is staffed with two full-time professional staff. In addition, a Coordinator and one other staff member are on site. The ELC is committed to providing high quality care with skilled and educated professional staff.

The WPS Early Learning Center Teacher to Child Ratios		
Preschool: 4 Years old	2 Teachers	16 Preschoolers
Young Preschool: 3 Years old	2 Teachers	16 Preschoolers
Toddler: 18 months - 36 months	2 Teachers	10 Toddlers
Infants: 3 months - 18 months	2 Teachers	8 Infants

Primary Caregiving

All children at the ELC will have a Primary Caregiver. Each classroom will have a full-time lead teacher and assistant that are the primary caregivers. The primary caregiver system forms a caring, nurturing and responsive relationship with your child.

Enrollment

All students are enrolled on a full time basis. If a family chooses to use the center less than full time tuition rates are not adjusted.

Infant Care (yellow room) -- Must be at least 3 months old upon start date in program and no older than 18 months.

Toddler Care (red room) -- Must be at least 12 months and no older than 36 months.

Young Preschool (blue room) -- Must be 2.5 years of age.

Preschool (green room) -- Must be 3.5 years of age

Admission Procedures and Registration Policy:

Students are admitted on a space-available first come first serve basis. All students will be enrolled on a full time basis. The center can only accept children for which it has been licensed. At no time can the number of children exceed the number for which it has been licensed. Admission procedures include a pre-admission interview, explanation of the center’s policies and procedures and a complete registration packet. Registration is found online at www.westminsterpublicschools.org. It is the responsibility of the parents to ensure that all enrollment forms are completed and uploaded before a child may begin. It is the discretion of the school to remove a child for incomplete records. The center reserves the right to determine if a student’s placement at the ELC is appropriate to meet the student’s needs.

Contacting the Center

The coordinators direct desk line is 303-650-7657. If you must call the classrooms directly dial the Hyland Hills front desk at 303-650-7580 and they can transfer you. Please refrain from calling the classes unless it is urgent between 9:00am-3:30pm as it is a disruption to the on-going class and/or students may be sleeping. Staff also have district e-mail that can be used to communicate as needed.

Records needed

Colorado Child Care Regulations require that a physical health examination must be done every year by a licensed health care provider. A current physical must be completed prior to the start of school. If your child’s physical expires during the year, the school must receive a new physical form within 30 days of expiration. Birth Certificates and a copy of current immunizations must also be on file before the students start date.

Hours

PROGRAM TYPE	Hours of Care	HOURS
Infant Room	Up to 9 hours	7:30 am to 5:00 pm
Full Day Toddler and Preschool Classes	Up to 10 hours	7:15 am to 5:15 pm

Please note that student care is up to 10 hours a day or 9 hours for infants.

It is vital for your child's safety and security that you pick up your child promptly at the end of the day. A pattern of late pick-up will require a conference and possible removal from program and/or late fees added to the student account.

Child Drop Off and Pick Up

The following procedures are in place out of care and concern for the safety of our young learners:

- Family members /caregiver *must* bring child into room. Children may not be dropped off in the street or parking lot.
- Family members /caregiver must sign their child in and out of the center. It is the responsibility of the parent or guardian to sign a child into the center upon arrival, and

sign the child out at dismissal.

- Parent/Guardian will need to provide an up-to-date list of people who are approved to pick up their child. Names should include telephone numbers.
- We ask No cell phone use at drop off or pick up inside the center. Thank you for your cooperation.
- An individual will be asked to show photo identification if we do not know him/her.
- If, in an emergency, someone not on the list must pick up the child, the parent/guardian must call the office with the name of the person. **We cannot and will not release the child if we do not receive the telephone call.**
- Please be aware that we cannot refuse to release a child to a non-custodial parent unless we have legal documentation on file at the center.
- Siblings under the age of 18 will not be permitted to pick children up or bring them into the building. Siblings 18 and over, must be on the approved list for your child's pick-up.
- Please note this is a smoke-free facility and grounds. No one is permitted to smoke on the school grounds, in the building or on buses. We ask that parents refrain from smoking if you are attending a field trip with our classes.
- Children who arrive late to the center and their class/group is away from the center on a field trip or excursion will not be allowed to sign in for the day. Any field trips and excursions will be communicated to families at least two weeks in advance with detailed times for planning purposes.

Late Pick Up Policy

All infants must be picked up and signed out by promptly by 5:00 pm. All other children must be picked up and signed out by promptly by 5:15 pm. If a child's parent or guardian is late for pick up, that child will be brought to the closing staff member and left in their care. A late fee of \$25.00 will be added to the student account. An additional \$25.00 will be charged for every additional 15 minutes.

We must be notified if you are going to be late due to an emergency. It may be necessary for Social Services to pick up a child if his/her parents have not arrived within 15 minutes of the standard pick up times and we have not been notified of an emergency. A pattern of late pick-up will require a conference and possible removal from program. It is suggested to arrive a few minutes prior to ensure you have been checked out and have exited the community center by 5:30pm.

The front desk phone lines are put on night mode when the building closes at 5:30pm. If you are calling after that time dial the Hyland Hills front desk at 303-650-7657 and enter extension 17. This will ring through to the classroom with the closing staff members.

Parking Lot

Safety is a high priority at the Early Learning Center. Our parking lot is a place of movement and activity and can be a dangerous place for our young students. As we get ready to start a new year, we would like to take the opportunity to discuss the parking lot rules and expectations. Please share this information with family members and friends that will be entering the parking lot or visiting the ELC.

Rules and expectations are as follows:

1. Please refrain from using cellphones in the parking lot.
2. Please drive slowly in the parking lot.
3. Please hold your children's hands while in the parking lot.
4. When you are walking from your car to the crosswalks, please do so by walking on the

sidewalk. Do not walk behind parked cars as they cannot see you or your children when backing out.

5. Cars are not permitted to drop off individuals in front of the front doors. Please do not stop to load/unload children in the parking lot. Please park your vehicle before having anyone in the vehicle exit.
6. All children must be in car seats and buckled into seat belts before leaving the parking lot. This is a state law and is not optional. Please do not allow them to stand up in the backseat of cars or standing with their heads out the windows.
7. There are assigned handicapped parking spots in the parking lot, these are for cars that have handicapped plates or decals only. Please observe this parking rule. You can be ticketed for parking in handicapped spots without a handicapped decal or placard.

These rules have been put in place for the safety of *all* our children and families and our building staff is in the parking lot to ensure student safety. If you notice a community member not following the parking lot procedures, please notify the office. **Do Not** confront the individual yourself.

Attendance Verified Clause

Identifying where children are at all times: Children will remain in the care of the staff at all times.

If a child is lost while on school grounds, the following procedures will be in place:

- All classes will return immediately to their classrooms and close their doors. (This will be done via an all-call over the center walkie-talkie system).
- Teachers will take attendance immediately.
- The classroom teacher will provide the child's name and description to the main office.
- Office staff, the classroom teacher, and any other available adults will immediately search the school grounds for the missing child.
- In the event the child is not found, the local authorities and Learning Services will be contacted.
- Parents will immediately be contacted and informed of the situation.
- Teachers will have active attendance available at all times including on excursions and outside.

Parent Advisory Council (PAC)

We have a Parent Advisory Council that works to bring parents and staff together to accomplish goals that will enhance our center for the benefit of the children's needs and to build on relations. Please consider joining or joining us for a meeting. Contact your child's teacher or the main office if you are interested. Meetings are held monthly and will be posted. Please join us and take the opportunity to share your thoughts.

Field Trips

Preschool aged students (3 and older) will take a number of field trips during the school year to extend the child's experiences in preschool. Field trips are an integral part of the learning experience and also offer families a special time to share with their child. The following procedures are followed to ensure the safety of your child and the other children before, during and after a field trip. Any field trips taken off campus must be approved through the main office. All families will be given information about the trip. If you choose not to have student attend field trip, please contact the office. Students are transported on Westminster Public Schools' school buses to and from all trips.

- A *Parent/Guardian Permission for Field Trip* form **must** be signed and completed prior to the field trip.
- All family members who attend the field trip as well as chaperones **must** ride the school bus to and from the trip with the students. Staff cannot permit chaperones to drive to a trip in their own automobiles.
- A District vehicle provides transportation to and from the field trip site. This vehicle adheres to all District policies and procedures to ensure child safety.
- Students must be 3 years of age to ride the bus.
- Family members who wish to attend and assist with the field trip must have a completed and approved "Volunteer Registration" form prior to going on the field trip.
- Students are expected to follow all transportation safety rules and bus drivers/monitors have been through numerous trainings on appropriate student transportation and supervision.
- Family members who attend and assist will be asked to help escort one or two other children.
- All children and family members assisting will remain with the teacher and the group throughout the field trip experience. Teachers have full authority over children and chaperones during school field trips.
- For safety and responsibility reasons, we do not allow siblings of students to attend a field trip.
- Field trips will depart on schedule. If for some reason, your child is not at school when the bus leaves, then the child will not be able to attend that field trip.
- Most field trips require a fee and for your child to bring a sack lunch and a disposable drink. Please read the field trip notice for specific details.
- Not all families will be able to chaperone on all trips. We try to allow all families to go on at least one field trip per year.

Late Arrival/Field Trips

- Children who arrive late to the center and their class/group is away from the center on a field trip or excursion will not be allowed to sign in for the day. Any field trips and excursions will be communicated to families at least two weeks in advance with detailed times for planning purposes.

Meals and Snacks

All full day toddler and preschool students will be offered breakfast and lunch provided by Nutrition Services. A calendar listing the daily meals will be posted on parent boards. You can also access the menu from westminsterpublicschools.org or by downloading the Nurtislice app.

If your child has food allergy issues, please inform your child's teacher as soon as possible so that we can avoid any issues. Any student food allergies must be documented and on file to ensure the student safety.

Snack foods include options such as cereals and crackers, granola bars, and milk and parent fresh fruits and vegetables. Breakfast is served at 8:30 in the morning and lunch at 11:30. If you arrive after 8:30 am, please ensure your child has eaten breakfast at home before they arrive.

Students in the half day program will also be provided breakfast for the morning session and one snack. Pick up will occur prior to lunch being served.

Meals meet all requirements of the National School Lunch program.

If parents choose to provide meals, please ensure they meet all requirements of the must meet USDA nutritional standards and be well-balanced age appropriate foods. If a family chooses to provide meals there is no reduction in tuition. Junk food such as Cheetos and Doritos and “chokeables” such as uncut grapes are not accepted for meals. A fruit, vegetable, grain, protein and serving of dairy make a well-rounded meal. For complete guidelines:

<https://health.gov/dietaryguidelines/2015/guidelines/> and <https://www.choosemyplate.gov/health-and-nutrition-information>

Students toddler age and up can choose to bring their own food items in lieu of being served a school lunch. Bringing a lunch to school does not reduce tuition cost. Please remember no glass containers and to use appropriate cold packs as needed. We do not have refrigerator space to store student lunches. If a family has a specific food preference or diet, they are able meet that need by choosing to bring meals. We are unable to substitute out items from our school lunch program due to diet preferences.

Parents in the red, blue and green classrooms are asked to sign up two times a month to provide a healthy fruit or vegetable snack item for the class. Lists are on the parent boards. Thank you!

Infant Meals

Young infants will be fed according to their own schedule. Please communicate with the teacher to ensure habits at home are reflected here at the center. As they grow and begin eating more foods, needs will change and the eating times will be adjusted to a group schedule. For example, infants older than 12 month may sit and eat lunch together. Families in the infant room will provide preferred formula/breastmilk, bottles, baby food and personal care items such as diapers, wipes and ointment. The infant feeding plan will be documented on the individual infant plan to ensure families and the infant supervisor have reviewed the plan together.

All infant supplies including food and milk must be labeled daily by families in to ensure infants receive the intended item. Colored tape is provided and markers to date and label. We are unable to store food items overnight. The infant room refrigerators must be completely emptied each day.

Bottles

At the time of enrollment, parents will discuss the infant feeding plan and ensure the feeding plan is communicated in a clear manner and documented on the individual infant plan.

Parents of bottle-fed babies will need to provide a minimum of 3 labeled plastic bottles, nipples, lids and enough supply for the child’s daily needs. It is recommended to overestimate your infant’s need for the day.

Glass bottles are not to be brought to the center.

If you are breastfeeding your child, all breast milk must be dated the day it was expressed and have your child’s name on it. Fresh breast milk will be stored for three days from the date. Milk that exceeds this timeframe will be discarded. All items must be stored with a clear label of the infant's name, dated and in your child’s separate bins in the refrigerator. Frozen milk will not be

accepted, we do not have the ability to store frozen milk properly.

Contents remaining in any bottle must be discarded within two hours.

Only breast milk, formula, or water will be placed in your child's bottle. No bottles will be served with cereal or any other food product in them.

Parents are welcome to come and bottle feed or breastfeed their infants at any time and use the designated feeding area. This space will be available on a first come first serve basis. Breast feeding mothers are welcome to use the room to pump and can use the sink/kitchen area to do any necessary cleaning afterwards.

If your child is breastfed and a parent forgets to bring in breast milk or the supply is depleted, the infant may be feed formula supplied by the ELC. We will make every effort to get in touch with you first to see if breast milk can be supplied before proceeding; however, if we are unable to get in touch with you and your child is hungry, we'll feed him or her the formula.

Policy on infant transition to a bottle

For infants that have only been breastfed it will be an easier transition for you baby if you begin introducing a bottle at least several weeks before the start date at the center. When you feel your baby is ready to begin transition to a cup or sippy please consult the infant supervisor to update the infant individual plan and work together on the transition.

Shoe Free Infant Environment

Infants spend a significant amount of time on the floor. The ELC would like to maintain a clean, safe and healthy environment in the infant room. We practice a 'shoe-free' policy in this room. We ask that adults entering the carpeted section of the room remove their shoes.

Birthdays

We encourage parents to celebrate their child's special day by; wearing a special hat, sharing a favorite book, bringing in something to share, or a goody bag to be sent home with each student. If parents choose to bring in a treat, a healthy snack is recommended or reduced portion sizes (such as mini cupcakes). Any food items shared with students must have an ingredient list on the packaging and be store bought.

Rest Time and Equipment

All toddler and preschool classrooms will have a rest time after lunch on cots provided by the center. Preschool aged students are not required to nap, but must remain quiet and calm. Students may bring in a few specific personal items to help calm them at rest time. A small blanket, and stuffed animal are suggested and allowed to help your child at rest time. Preschool aged children can also have a small pillow (such as Pillow Pets). Bedding will be sent home Friday for families to wash and return Monday's to the center for the week's use.

Safe sleep practice and infants

The ELC practices current American Academy of Pediatric Safe sleep standards. Providing infants with a safe place to grow and learn is very important. For this reason, Westminster Public Schools Early Learning Center (ELC) has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff,

substitute staff, and volunteers at Westminster Public Schools Early Learning Center follow the AAP safe sleep policy.

Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.

Sleep Environment:

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
- Crib slats will be less than 2 3/8" apart
- Infants will not be left in bed with drop side down
- Playpen weave will be less than 1/4"
- Consumer Product Safety Commission safety-approved cradles and bassinets may also be used for sleeping if the infant meets the weight and height requirements.
- Infants will not be placed to sleep on any standard bed, water beds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped to an infant's clothing during sleep.
- Smoking will not be allowed in or near the ELC.
- Infants will need a wearable blanket or sleep sack provided by families, the ELC will provide a tight fitting sheet for each infant crib. It is recommended to have the same style of sleep sack at home as well as the center to ease the baby's transition to child care. We are unable to swaddle or use any a sleep sack with a swaddling feature.

Supervision:

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently.

- When an infant is awake, they will have supervised “tummy time.” This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

Training:

- All staff, substitute staff, and volunteers at the ELC will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual's file.
- All staff, substitutes, and volunteers at the ELC will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

When The Policy Applies:

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep in the ELC.

Communication Plan for Staff and Parents:

Parents will review this policy when they enroll their child in the ELC and a copy will be provided in the parent handbook. Parents are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

Any individual who has questions *may ask*:
The Coordinator at the Early Learning Center

Illness

Despite your best efforts, children will get sick. If your child feels too sick to participate in activities at school, then it is best if he/she remain at home. It is up to the discretion of the staff to determine whether a sick child should remain at school or should be sent home. There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities (such as overly tired, fussy, or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for other children.
3. The illness is on this list and staying home is recommended

For most conditions, keeping a child home can be limited to a day or two and prevents spreading the infection. Contact the school when your child is ill and describe the problem. If a specific diagnosis of a contagious illness is made (such as strep throat, conjunctivitis, etc.) let the school know so other families may be alerted if determined necessary. The following list provides you with guidelines and recommendations for helping you decide whether to keep your

child at home:

ILLNESS	KEEP CHILD HOME?
Diarrhea with illness (vomiting, fever). Diarrhea – stools that are watery and frequency is twice what is usual.	Yes-if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet
Chicken Pox	Yes –until blisters have dried and crusted (usually 6 days)
Infectious Conjunctivitis (Pinkeye)	Depends-children don't need to stay home unless the child has a fever, behavioral changes, or prescribed medication (eye drops). Call the doctor for diagnosis and possible treatment.
Strep Throat	Yes-for 24 hours after starting antibiotics and the child is able to take part in usual activities
Impetigo	Yes – until 24 hours after treatment
Ringworm	Yes-from end of school until after starting treatment. Keep area covered for the first 2 days
Scabies/Head Lice	Yes - from end of school until after first treatment.
Coughing Note: Children with asthma may go to school with a written health plan and the school is allowed to give them medicine and treatment	Yes - if severe, uncontrolled coughing or wheezing, rapid or difficult breathing and medical attention is necessary
More Severe Upper Respiratory Complications <ul style="list-style-type: none"> ● Large amounts of yellow/green nasal discharge. ● Extreme sleepiness/lethargy. ● Stiff neck ● Ear pain ● Fever (Above 100 axillary, under arm or by digital thermometer). 	Yes
Vomiting Throwing up two or more times in the past 24 hours	Yes - until vomiting stops or a doctor says it is not contagious. If your child has a recent head injury watch for other signs of illness and dehydration.
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - until the doctor says the child is no longer contagious

Medication at School

If medication must be administered at school, a written authorization from the physician must be provided to the school along with a written consent by the parent (Colorado State Regulation, Section. A-7415.7.). See the secretary for a "Permission for Medication" form. It is the general policy of Westminster Public School that only children who must have medication at school are permitted to do so. If this is the case, the family must be in contact with the school nurse. All medication issues and special health conditions must be arranged before a child will be permitted to begin attending school. All medication will be stored out of reach of children. Only

staff members that have completed a medication administration training will be allowed to administer medication.

Vaccination/Immunization Policy

Children in care shall be immunized as required by 6 CCR 1009-2, Rules Pertaining to the Infant Immunization Program and the Immunization of Students Attending School. The official Certificate of Immunization, official Exemption form or written documentation of the student or child being In-Process shall be on file for each enrolled individual. Upon request of state or local health agencies, child care facilities are responsible for providing records with identifiers removed if the facility is subject to the Family Educational Rights and Privacy Act (FERPA). 1. A child who is not appropriately vaccinated for his/her age and not in-process, or not exempt, shall be denied attendance in accordance with the 6 CCR 1009-2.

Sunscreen

Recently approved Colorado Child Care Regulations strongly encourage all families to apply sunscreen to all exposed areas prior to the start of school each day. Because of the length of a child's day at the ELC reapplication may be needed. Written authorization for the application is needed. Parents will need to sign the attached authorization form and if parents choose to provide sunscreen for their child it must be non-aerosol and labeled. Reapplication will occur per manufacturer's recommendation. Please provide a sunhat. Infants will have outdoor playtime and walks daily weather permitting as well.

Visitor Policy/Volunteer Application

Parents are always welcome to visit. It is the strict policy of Westminster Public Schools that all visitors to the school check into the office before proceeding to the classroom. Visitors will be issued a Visitor's Badge and be asked to sign in and out. If you would like to chaperone on field trips and/or volunteer in the center a volunteer application (attached) must be completed. It can take several weeks to be approved.

Parent and staff conferences

Two parent and staff conferences will be held for each school year to inform the parents or guardians of the child's behavior, progress, and social and physical needs. Additional conferences may be requested and scheduled by the coordinator, teacher or parents as needed.

Provision of Daily outside play time and Weather Policy

All children will play outside daily, weather permitting. Please consider outdoor play time and ensure your child arrives dressed appropriately. For example, if snow is covering the ground boots and a hat/gloves will be necessary. Due to licensing ratios and proper supervision we are unable to accommodate requests that a child remain indoors. On occasion, staff may have to restrict outdoor play due to adverse weather conditions. Those conditions are made on a case to case basis, following these guidelines:

Heat: If the temperature outdoors exceeds 90 degrees, children's activities may be limited, and extra water will be made available. If the temperature exceeds 100 degrees, children may remain inside. It is at the discretion of the staff to determine whether children should be prohibited from outdoor play due to extreme heat.

Cold: If the temperature outdoors drops below 30 degrees, children's activities may be limited. If temperature outdoors drops below 10 degrees children may remain indoors. It is at the

discretion of the staff to determine whether children should be prohibited from outdoor play due to extreme cold.

Center Closure

On occasion, the center will be closed or delayed due to weather conditions and will follow any Westminster Public School closures. The following radio and TV stations will alert you to any Westminster Public Schools closures or delays:

<u>TV</u>	<u>Radio</u>
Channel 2	KBPI-FM (106.7)
Channel 4	KHOW (630)
Channel 7	KLZ (560)
Channel 9	KOA (850)
KWBI (910)	
KXKL-FM (KOOL 105)	

Transportation Policy

It is the responsibility of the families to transport his/her child to/from the center. Transportation will not be provided for students.

The center will make every effort to open at 9:15 am in the event of a two-hour delay.

Daily Routine

Routines in each of the rooms will vary depending on the age of the students and developmentally appropriate practice. All infants will follow an individual infant plan. Toddlers will begin to move to a more established class routine and preschool rooms will include the following components in the daily routine:

- Group Time is a whole group activity that allows children to practice their listening and speaking skills.
- Small Group Time allows the teacher to interact with fewer students on a more personal basis.
- Work Time is a child-directed activity where each child sets goals for him/herself and develops problem-solving strategies.
- Outside Time or Gym allows children to increase their large muscle development.
- Music and Movement Time is a whole group activity that exposes children to musical sounds and rhythms as well as an introduction to instruments and dance.

The following daily schedule is an outline of a typical day. Keep in mind that, if needed the schedules will include children's individual needs based on their age. This is a *sample* that includes the different types of components to the daily schedule. Teachers will have a classroom schedule posted on the parent board in each classroom. The infant and toddler rooms function on a much looser schedule than the preschool rooms. Younger infants who are not on a consistent schedule eat and sleep as needed and operate on an individualized infant plan that will be posted in the classroom

7:15-8:30 Classrooms Combine / Centers

8:30-9:00 Breakfast

9:00 Core day begins

9:00-9:15 Opening Group

9:15-10:30 Classroom Activities and Snack

10:30 Outdoor Time

11:30 lunch

12:00-12:15 Book Group Time

12:15-1:45 Rest (1.5 hr.)
1:45-2:45 Classroom Activities and Snack
2:45-3:15 Outdoor Time
3:15-3:30 Closing Group Time
3:30 Core day Ends

3:30-5:30 Classrooms combine/ Classroom Activities

Curriculum Planning for Infants and Toddlers

The curriculum for the infants and toddlers involves everything that happens to the child throughout the day. Responsive care giving and our primary care model help to build a safe and secure environment as well as trusting relationships. Everything that a child experiences in the classroom and outside on the playground or on walks is a learning opportunity. For example, a diaper change is an opportunity to learn through language, singing gently, showing gentle touches or letting the child know that this is not a hurried experience. Gently moving the legs in a bicycle motion stimulates movement or having them reach and grasp an object. Teachers will plan classroom experiences around subject areas including cognitive, movement and music, perception, sensory, signing, social, and tummy time. The toddler room will begin to move to a classroom routine and having group times for music and read aloud. The infant and toddler room will communicate routines and child growth using the on-line Tadpoles program for families.

Preschool Curriculum Planning

Our goal is to help each child reach his or her full potential; therefore, Westminster Public Schools has chosen a developmentally appropriate curriculum. While our overall philosophy is a play based approach the adopted curriculum act as the framework for our classrooms and resource for planning. The curriculum helps children obtain the necessary skills for Educational and social success by focusing on helping children become independent learners in all developmental areas. The curriculum is built on providing children with developmentally appropriate choices throughout the classroom.

Teachers carefully create a safe and orderly classroom environment that allows children to choose among a daily variety of activities with a predictable routine. Below you will find examples of the experiences that support your child's development.

Personal and Social Development

- Recognizing and solving problems
- Understanding routines and expectations
- Building relationships with children and adults

Creativity

- Imitating actions and sounds
- Relating pictures, photographs and models to real places and things
- Drawing and painting

Music and Movement

- Following movement directions
- Describing movement
- Expressing creativity in movement
- Feeling and expressing beat

Language and Literacy

- Talking with others about personally meaningful experiences

- Describing objects, events, and relationships
- Having fun with language; rhyming, making up stories, listening to poems and stories
- Developing an understanding of the aspects of a book: front/back, author, title, table of contents, etc.
- Becoming familiar with how to tell a story, how to dictate thoughts into print, etc.

Mathematical Thinking

- Noticing and describing how things are the same and how they are different
- Sorting and matching
- Comparing along a single dimension; longer/shorter; rougher/smoother, etc.
- Arranging several things in order along some dimension and describing the relationships: longest, shortest, etc.
- Comparing number and amount, more/less, more/fewer, same amount
- Fitting things together and taking them apart
- Rearranging and reshaping objects (folding, twisting, stretching, stacking) and observing the changes
- Distinguishing and describing shapes

The preschool program implements the Readiness level of the District's Competency Based System (CBS). The goal of preschool is to have students be ready to enter a CBS elementary school with the self-confidence, goal setting and pre-academic skills that they need to be successful. Our focus is on students achieving the Readiness standards at their own pace and entering their elementary school prepared to succeed in this new system. For more information on District CBS system, please visit the district's website at www.westminsterpublicschools.org.

In addition to the key experiences listed above, the preschool staff will be implementing The Incredible Years Curriculum or Dinosaur School at the young preschool and preschool level. Dinosaur School is a social skills program that focuses on giving students the language and skills needed to socialize and learn from their peers in the classroom. This program is facilitated through puppets and classroom small group activities, designed at providing examples of proper social skills and interactions so that students can learn through play. The Little Treasures Curriculum acts as a resource for our approach to literacy and aligns to the adopted district literacy curriculum.

If you have any questions about the curriculum, please feel free to contact your child's classroom teacher or the Coordinator of the Early Learning Center.

Positive Behavior Support

Reinforcement of positive behavior and clearly defined class rules are the two most effective means of behavior management used in the preschool classrooms. On occasion, a student needs to be reminded about these rules or redirected in his/her play with another child. When that occurs the following steps will be taken:

- Teacher speaks privately to child about expectation or infraction.
- Teacher may need to remind child two or three additional times about appropriate behavior.
- If reminders do not work to change the behavior, the child will be removed from the area and a quiet area in the classroom may be utilized.
- Time away from the class in the office may occur. Should a time-away from the

classroom be necessary, parents will be notified.

- If a child's behavior could potentially cause injury to himself or others, then a parent may be called to pick up the child for the remainder of the day. Parents will receive a report if any behavioral interventions were done at school.

Positive behavior support is used to help minimize off-task behavior and help students and staff focuses on the positive parts of a student's day.

In the event of a more severe behavioral issue it is not the policy of the classrooms to use "time-out" as a form of discipline but rather a "thinking chair" if safety of the child or others is a concern. A few minutes and time away from peers will be used to allow a child time to calm him/herself down away from a volatile situation. Time-away from peers are brief and are only given with the intent that a child will be immediately welcomed back as a part of the classroom. Should you have any questions about how your child has been disciplined and/or to discuss ways on how to encourage positive behavior, please see your child's teacher or coordinator.

Head Injury Forms

In the event a child has an injury to the head, teachers will complete a head injury form for families. This is often for minor bumps but out of an abundance of caution the head injury form is always sent home. Please keep in mind this policy is to ensure the student safety and it is common for a toddler to fall.

Biting Policy

Biting is unfortunately not unexpected behavior for young children. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. As an early childhood center, we understand that biting, unfortunately, is a part of our setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or harsh punishments. If the behavior becomes excessive a conference will be held with the teacher and parents to create a behavior plan. If the behavior is extreme and progress is unable to be made to extinguish the behavior, enrollment can be at risk.

Emergency Preparedness Drills

Emergency Response: Preschool classrooms follow all emergency procedures of the Westminster Public Schools Emergency Plan. This plan is available in the main office upon request.

Fire:

The building conducts monthly fire drills to help children and staff be prepared for emergency situations:

When a fire alarm is sounded, teachers will move the students in their classroom to the nearest posted exit and at least 50 feet away from the building.

Teachers will take attendance, and raise a green sign to indicate that all of their children are accounted for. In the event that a child is missing, a red sign will be raised.

The office staff (Principal/secretary/support staff/custodian) will check the building for any children/adults who have been left behind.

Classes may return to regular activity, once the school bells have rung at the completion of the

fire drill.

Records of all fire drills are kept in the school office.

Tornado:

Tornado drills are run once per semester. This drill consists of a specific alarm being sounded. Classes will move to the main hallway inner corridor, and kneel against the wall in a crouched position. Staff will check the building for any children or adults who are not in the hallway. Children will not be permitted to go back to their classrooms until signaling all clear.

The building lockdown and lockout drills to ensure student and staff response to emergency situations or active shooter scenarios.

Lockdown:

Classrooms are notified via our emergency system to follow our emergency procedures including locked doors, lights off and out of sight. Westminster police department conduct drills two times a year.

Lockout:

Classrooms are notified via our emergency systems to follow our emergency procedures including returning to the interior of the building, locking exterior doors and pulling shades. 'Business as usual' is conducting inside the building. Administration conducts drills to ensure student and staff response to emergency situations twice a year.

Plan For Reuniting Families After an Emergency or Disaster:

In the event of a building evacuation students will be relocated to one of the following school district locations. Scott Carpenter Middle School will act as the immediate evacuation site which is adjacent to ELC property @ 7001 Lipan Street Denver, CO 8022. In the event a secondary off site location is needed, students will be bussed to Ranum Middle School or Westminster High School.

Any person picking up a student will be required to show ID and must be on the approved pick up list.

An approved individualized written plan for children with disabilities and those with access and functional needs is required to be on file at the site and with the student's primary caregivers before a student can begin. All ADA standards will be followed.

Withdrawal Policy

It is the goal of all staff to meet the diverse needs of all of our learners. Sometimes, however this is not possible, and a child may need to be withdrawn from our program. A child may be withdrawn from the program for the following reasons:

1. Violation of the terms of the tuition contract.
2. Pattern of late pick-up
3. Extreme behavior that endangers the student or others in the building.
4. Staff and the director feel we are unable to meet the student needs.
5. Violation of the ELC handbook policies such as disregarding the illness policy.

Early Childhood classrooms follow Westminster Public School's disciplinary action procedures including suspension and expulsion. All procedures can be found in the districts "Rights and

Responsibilities Code of Conduct Handbook.”

The staff reserves the right to withdraw any child if we feel we cannot adequately meet his/her needs. If this case were to arise, a meeting with family, Coordinator of the Early Learning Center, classroom teacher, and if necessary, Learning Services Director will be held.

Waitlist Policy

All students will be placed on the waitlist on a first come first serve basis. Preference however will be given to a family that is currently enrolled full time with another sibling.

Animals

We do ask that all animals be kept off of school grounds. This includes drop-off and pick-up times. If a child wishes to bring a pet for “Show and Share,” this request must be brought to administration for approval in advance.

Clothing and Toys from Home

Your child’s comfort and safety should be considered first when dressing your child for preschool. Clothing that restricts free movement or cannot be easily removed by your child for toileting is discouraged. Sandals, jellies, and cowboy boots are discouraged since they can be slippery and could cause falls or injuries on the playground. Please be sure to mark all of your child’s possessions (i.e., backpacks, coats, gloves, etc.) with your child’s name. We encourage our children to be very active, and therefore, often get messy. Please do not dress your child in clothes that cannot be easily cleaned. We will not be responsible for clothing that is damaged.

Please refrain from bringing toys from home as this can be disruptive to the learning environment.

We do not allow any items or costumes of a violent nature.

State legislation forbids children to bring real or toy weapons of any sort. If your child should do so, there will be strong penalties.

Personal Items and what to bring

Label and date all items clearly with first/ last name, and date any food/sunscreen items.

All personal items will be stored in designated bins and clearly marked storage spaces. Student. For example, each infant will have clearly marked bin for their bottles in the refrigerator. Each child will have a large cubby to store bedding. Washable items (that have been used) will be sent home on Friday's to be laundered and returned on Monday for the week. Please take care to ensure all child's personal belonging will fit in designated storage space provided. Storage in classrooms is very limited and we appreciate your cooperation. A \$12.00 replacement fee will be added to the students account in the event of a lost or damaged sheet. This is the actual cost of the sheets.

What to bring to school:

Infants	Toddlers	Preschool Aged
Formula/Breastmilk (daily) Baby/soft foods (if applicable) Diapers Diaper ointment Wipes 3 bibs 3 sets bottles minimum 2 sleep sacks (non-swaddling) Extra clothing Sunhat Pacifiers	Diapers Wipes Diaper ointment Napping Blanket (46 x 60) Lovey/stuffed animal (opt.) Extra change of clothing Sunhat Small water bottle	Napping Blanket (46x60) Small pillow (13x18) Small Lovey/stuffed animal Extra change of clothing Sunhat Small water bottle Backpack (Please place extra clothes in Ziploc in backpack.)

This list is for a student's first day. Teachers will send home as needed supply list through the year. Please also note snack policy to provide fresh fruit or vegetables two times a month. Thank you!

Diapering/Toilet Training Policy

Infant and toddler rooms will follow all Colorado Licensing and Health requirements for diapering. The infant and toddler rooms have dedicating changing tables and storage for families to bring preferred personal care items. When families choose to begin the toilet training please confer with your child's teacher in order to coordinate and support the process.

It is our goal that all preschool aged students have started toilet training before entering the preschool aged rooms. We understand this is a process and children will have accidents from time to time. We will work with families in this time of transitions. If an accident occurs, a staff member will take that child to the restroom and assist them in changing their clothing. If your child is not fully potty trained, families in the preschool aged rooms must provide pull-ups to be kept in the backpack. While we always encourage children to do things on their own, it may be necessary for a staff member to assist a child in the diapering process. Families will be notified if their child has a bathroom accident while at school.

We do request that all families leave extra clothing at school or leave it in your child's backpack,

to change into as needed. The extra change of clothes should include socks and underpants as well as be updated for the change of seasons.

Accidents and Injuries

All accidents, no matter how minor, must be reported to the school office. An accident report must be completed and filed with the school secretary. A logbook is kept in a designated area where accidents are logged. All preschool staff has been trained in Universal Precautions and take the utmost care when dealing with accidents. Families are always informed of any accident that occurs on school grounds. For minor accidents such as cuts or bruises, families may be informed at dismissal time or by a phone call after school.

Major accidents are handled with extreme care. Our school nurse is always available via her pager and cell phone, and will be called in the event of a major emergency (broken limbs, seizures, etc.). In addition, 911 will be called as well as a child's immediate caregiver. It is the discretion of the school to determine if 911 must be called, and is only done so to ensure the safety of the student.

Video Viewing Policy

On special occasions and sparingly, your child may watch films or educational videos while at school. These films will be educational in nature, and be G rated films. Teachers will inform families of film names and viewing dates ahead of time. Any questions about specific films should be addressed to the classroom teacher or building administration.

Special Education Services

It is a legal mandate of the State of Colorado that all preschool aged children who have been identified with special needs are serviced by their school district. If families are interested in having their children receive a developmental screening, they may call **Child Find** at 720-542-4540.

Special Education Services are available in the following areas:

- Speech therapy
- Occupational therapy
- Physical therapy
- Social Work/Mental Health
- Early Childhood Special Education
- Hearing/Vision therapy
- Autism

These therapies are only available to children who have been diagnosed with special needs. If you would like to request an evaluation for your child, please contact our Child Find team at 720-542-4540, or speak with a specialist at the building.

Student Money

It is the policy of all preschools in Westminster Public Schools that students do not bring money to school. If applicable, all tuition payments are made in the office, and a receipt is given upon payment. If a student brings money to school, it will be kept with the coordinator or teacher until the end of the school day, and then returned to the student to be kept at home. Families would be informed of this at the end of the day. *Tuition payments should not be sent to school with students and will not be accepted in this format.*

Child Rights

All district preschools are licensed by the Colorado Department of Human Services. This license indicates that the preschool has met the regulations for the operation of a child care facility. If you should have any questions regarding the operation or procedures of the preschool, you may call any of the following phone numbers.

Westminster Public Schools Educational Services Center - (303) 428-3511
Adams County Department of Human Services – (303) 412-8121
Colorado Department of Human Services – (303) 866-5958

All Westminster Public Schools' early childhood classrooms make the utmost effort to provide a safe and healthy environment for all children. On a rare occasion, an incident of physical or sexual abuse may occur in your child's life. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in Adams County is **(303) 412-5212**.

Mandatory Reporters

The staff is committed to advocate for children's welfare and is obligated by federal law to report any specific concerns of abuse to any child. Should any of these concerns exist, a report to the Department of Social Services must be made. This is to ensure that the proper county agency is notified and can investigate the allegations. The statewide number is listed below: 1-844-CO-4-KIDS (1-844-264- 5437)

The procedure for filing a complaint about child care:

Please contact:

The Colorado Department of Human Services Division of Child Care 1575 Sherman Street
Denver, CO 80203-1714 303.866.5958 or 1.800.799.5876

WPS Board Adopted Policies and Procedures

The Early Learning Center operates under the supervision of Westminster Public Schools and adheres to all board adopted policies. All Westminster Public School Board adopted policies can be found online at www.westminsterpublicschools.org. This handbook is not a complete list of all policies and procedures.

Center Substitutes

Classroom teachers may require a substitute at times. All ELC substitutes are Westminster Public School employees and have completed the human resources process. If you are interested in substituting at the ELC please go to www.westminsterpublicschools.org and complete a job application to be considered.

Volunteer and WPS Staff Discount Policy

If you are employed as a Westminster Public School Staff member and receiving a discount at the Early Learning Center it is required to volunteer at the center. The intent of the volunteer policy is to help support in times teachers need time to complete tasks (such as setting up or breaking down a classroom) but the center is open and we are still supervising students. For the 2018-19 year high need days are staff meetings, the last day of school session, the first day of summer session and the last day of summer session. Please speak to the coordinator to discuss further details and set up volunteer times that meet your scheduling needs.

Tuition Policy

Tuition for the Early Learning Center will be due on a monthly basis. Credit Card payments are preferred and may be taken on site by the coordinator and/or the assistant director. Teachers are unable to take tuition payments. Tuition is due by the 1st of each month for the subsequent month's care. For example, tuition for the month of October 2017 would be due by October 1st and would cover the four full weeks of October plus the 30th and 31st. Tuition is considered late if not received by the 5th of the month and will have a late fee of \$25.00 added to the account. If tuition is not yet received by the 10th of the month another late fee will be added. If by the 15th of the month tuition is not yet received the student's enrollment will be at jeopardy. Parents will be given formal notice prior to be removed from the program.

We require written one month's notice for families to inform us of intent to end care. No refunds are given if a family ends care without proper notice.

Tuition rates are as follows:

Child's Age	Monthly Rate
Preschool – 4 years old (up to 10 hrs./day)	\$927/mo.
Young Preschool – 3 years old (up to 10 hrs./day)	\$1030/mo.
Toddler - 18-36 mo. (up to 10 hrs./day)	\$1133/mo.
Infants – 3mo-18mo (up to 9 hrs./day)	\$1339/mo.

Other tuition notes:

During the months of March and May when the center is closed for a full week, tuition will be prorated to pay 80% of the full month's cost. (For example, during the month of March, if a typical preschool student would pay \$927 for the month, their cost would be \$742.) This policy only would hold for the months of March and May. We understand families may need to find alternate care for those weeks. For the month of December, staff will return on January 2nd.

During our summer session weeks, typically June and July parents will be allowed an option to continue full time care or reduce down to two days a week at 50% cost for those summer months. Reducing to two days a week will 'hold' a student spot for the following school year. If families do not need care but would still like to hold the slot in a room the 50% tuition rate is still due. We ask that families indicate their child care needs for June and July to the director by January 8th. We will be working to reduce scheduling over those months and appreciate the advance notice in order to schedule vacation for the staff. Students who attending at the reduced rate in June and July will be allowed to schedule two days with the coordinator in

advance. For example, committing to using Mondays and Wednesday throughout that time period. Daily “Drop-in” care to the center will be done on a first serve and space-available basis in the summer and is not guaranteed.

Employees of Westminster Public Schools and Hyland Hills are eligible for a discount on tuition. We also offer a multi-child discount for two or more children enrolled from the same family for all our families. Only one discount will be applied to a student account.

Thank you for your interest in the Early Childhood Programs in Westminster Public Schools. We hope that this handbook were able to answer many of your questions. If you have any questions or need any more information, please feel free to stop by the Early Childhood Education’s main office or call (303) 720-542-5093.

Permissions Sign off – Please return to your Child's Teacher

Infants/Toddlers Only

Daily Walk / Buggy Ride

I give permission for my child _____ to go on a morning walk. The path for the walk is the track adjacent to the Early Learning Center on the property of Scott Carpenter Middle School.

Print Childs Name _____

Parent Signature _____

Parent Print _____

Date _____

If students are out on a walk when you arrive please bring your student inside and drop off to another ELC staff member. Thank you!

2018-19 School Meals Application

All ELC enrolled students (including infants) will need to complete a Schools Meal Application for each school year. Completing this application will help us keep our meal costs down. Only one application is needed per family. If a hard copy form is not completed you can find the application link at www.westminsterpublicschools.org.

___ I have complete school meals application

Child Name: _____

Parent Signature: _____

Date: _____

2018-19 Handbook Sign Off

I received and reviewed the Westminster Public Schools Early Learning Center 2018-19 Family Handbook. I understand and agree to all policies and procedures put forth in the handbook.

Child Name: _____

Parent Signature: _____

Date: _____

TOPICAL PREPARATIONS (PREVENTIVE) PERMISSION FORM

This form covers a variety of preventive topical preparations that may be applied to the skin with parent/guardian permission. I understand that is our responsibility to check the ingredients of the products to ensure my child is not allergic to any of the ingredients.

SUNSCREEN

I give my permission for the staff at Westminster Public Schools Early Learning Center to assist with applying or apply sunscreen to my child's exposed skin including the face, tops of ears and bare shoulders, arms, legs and feet 30 minutes before outdoor activities. It is my responsibility to provide sunscreen with a minimum SPF of 15. I understand I must provide the sunscreen in its original container labeled with my child's name and within the noted expiration date. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian.

Check one:

- The school may apply Rocky Mountain Sunscreen SPF 30 to my child.
- My child may NOT use any sunscreen other than the one that he/she brings.

MOISTURIZING LOTION/CREAM/BALM

I give my permission for the staff at Westminster Public Schools Early Learning Center to assist with applying or apply skin lotion/cream to my child. I understand I must provide the lotion/cream/balm in the original over the counter container labeled with my child's name. It is my responsibility to check the ingredients of this product to ensure my child is not allergic to it. Skin lotion/cream/balm will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian.

Name of product: Cetaphil Daily Lotion

- My child may NOT use any other skin lotion/cream/balm than the one he or she brings.
- The school may apply Cetaphil Daily Lotion to my child.

DIAPER OINTMENT/CREAM

I give my permission for the staff at Westminster Public Schools Early Learning Center to apply over the counter diaper rash ointment/cream to my child. I understand that I may only provide diaper ointment or cream, free of antibiotic, antifungal or anti-inflammatory components without a written prescription from my doctor. I understand I must provide the ointment/cream in the original over the counter container labeled with my child's name. Ointment/cream will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian.

- My child may NOT use any Diaper Ointment than the one he or she brings.
- The school may apply A&D Ointment to my child.

Child Name _____

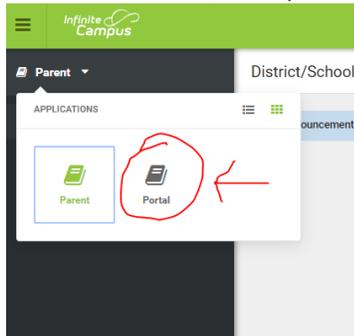
Parent/Guardian Signature: _____ Date: _____

Parent Portal Tuition Payments

Username _____

Password _____

1. Go to westminsterpublicschools.org
2. Under the 'Our Schools' tab select Early Learning Center
3. At the bottom of the ELC page is the parent portal tuition link: <https://campus.westminsterpublicschools.org/campus/portal/adams50.jsp>
4. Log on with the above given Username and password, the system will prompt you to update your email and change password.
5. Once logged on, select Parent, then portal



a.

6. Select Acorn Curriculum Payment Center from menu on left side of screen



a.

7. Follow prompts to complete Credit Card or Check payments

INSERT CALENDAR