



HRCA
EDUCATION

2025-26 HRCA PRESCHOOL HANDBOOK



Dear Parents:

Welcome to the Highlands Ranch Community Association Preschool programs. We hope to provide your child with an enjoyable, quality experience.

HRCA's Preschool program is based on a play environment with developmentally appropriate activities which give children the foundation for future academic learning. The children will participate in art, music, finger plays, dramatic play, block building, sand play, puzzles, and beginning handwriting skills. Through these activities children develop physical, emotional, social, creative, and cognitive skills.

This handbook is designed to inform parents of important policies and procedures that apply specifically to the Preschool and Pre-K programs. The following policies and procedures have been established in order to provide a safe, secure environment. Our goal is to provide the highest quality program possible.

Communication is vital in the school/family relationship. A monthly newsletter will be sent home, and a bulletin board with pertinent information will always be available in your child's classroom along with the Tadpoles application for daily communication.

Sincerely,

Michelle Lowe

Eastridge

Preschool Director

303-471-8814

Michelle.Lowe@HRCAonline.org

Tammi Howard

Westridge

Preschool Director

720-348-8214

Tammi.Howard@HRCAonline.org

Natalie Hanson

Assistant Preschool Director

303-471-8825

Natalie.Hnason@HRCAonline.org



2025-26 School Year and Summer

School Year: September 2025 - May 2026

Summer: June 2026 - August 2026

Toddler (Age 1-3) Preschool (Age 3-4) Pre-K (Age 4-5)

Registration Process

1. Annual Registration Fee: \$125

2. Tuition set-up is due by **August 22nd** and will be automatically charged each month if you select the payment plan or you may pay in full for the school year. The payment plan can be found in the payment screen of your transaction. Enrichment (before and after care) payments, these need to be made by the 25th of each month for the upcoming month as each month closes at 5:30 p.m. Enrichment payments can be made at the front registration desk or online. Universal PreK students will have a subsidy attached to their account to be used for class and enrichment costs (a payment plan may not be used with a UPK subsidy). Monthly tuition will not be prorated for weather days, unforeseen facility closures, school breaks, family vacations or child illness.

3. Required Paperwork: Each child must have a completed ePact application on file with HRCA Preschools by **August 22nd**.

* A current Colorado Immunization form with the state seal must be signed by a physician

* A current Health Care Statement, with date of the next examination entered and signed by physician (A current Health Care Statement must be maintained while your child attends our programs)

Once the forms are complete, please upload to your child's ePACT application and push the "share with Highlands Ranch Community Association Programs."

4. Obtain security card from your child's teacher for entry into Preschool wing.

Withdrawal Policy

At least one month notice in writing must be given if a child will be withdrawn from the program. Withdrawal from the program will not be accepted after March 1, 2026.

Program Hours and Fees

Eastridge

Toddler (Ages 1-3)

Buttercups

Eastridge, Arts Room

Price \$1475/\$1,525 monthly

M-F 7:30 a.m. - 5:30 p.m.

Poppies

Eastridge, Copper Room

Price \$1475/\$1,525 monthly

M-F 7:30 a.m. - 5:30 p.m.

Sweet Peas

Eastridge, Wolf Creek Room

Price \$1,455/\$1,510 monthly

M-F 7:30 a.m. - 5:30 p.m.

Bluebells

Eastridge, Snowmass Room

Price \$1,455/\$1,510 monthly

M-F 7:30 a.m. - 5:30 p.m.

The Toddler fee is not pro-rated. It is a monthly fee.

Preschool (Ages 3-4)

Shooting Stars

Eastridge, Sunlight Room

Price \$515/\$565 monthly

M-F 9:00 a.m. - Noon

Pre-K (Ages 4-5) UPK Qualified

Daisies

Eastridge, Telluride Room

Price \$515/\$565 monthly

M-F 9:00 a.m. - Noon

Sunflowers

Eastridge, Monarch Room

Price \$515/\$565 monthly

M-F 9:00 a.m. - Noon

3 & 5-day Enrichment available 7:30-9 a.m. and Noon - 5:30 p.m.

Westridge

Toddler (Ages 2-3)

Cubs

Westridge, Osprey

Price \$1,455/\$1,510 monthly

M-F 7:30 a.m. - 5:30 p.m.

The Toddler fee is not pro-rated. It is a monthly fee.

Preschool (Ages 3-4)

Pikas

Westridge, Falcon Room

Price \$515/\$565 monthly

M-F 9:00 a.m. - Noon

Pikas

Westridge, Falcon Room

Price \$309/\$339 monthly

M,W,F 9:00 a.m. - Noon

Pre-K (Ages 4-5) UPK Qualified

Elk

Westridge, Great Horned Owl Room

Price \$515/\$565 monthly

M-F 9:00 a.m. - Noon

Bisons

Westridge, Barn Owl Room

Price \$515/\$565 monthly

M-F 9:00 a.m. - Noon

3 & 5-day Enrichment available 7:30-9 a.m. and Noon - 5:30 p.m.

Enrichment (Preschool and Pre-K)

Time: Monday – Friday, 7:30 – 9:00 a.m. and Noon – 5:30 p.m.

Requirement: Children must be currently enrolled in our Preschool or Pre-K to attend.

Registration: Monthly options are available based on the days of the week that your child attends.

- M-F students may choose 3 (M,W & F) or 5-day program
- Full Day Enrichment is available for all

Fees

School Year Enrichment: Member \$45 | Program Guest \$48 per day

Full-Day Enrichment (school break days): Member \$55 | Program Guest \$58 per day

Activities Include: Swim time, Music, Art, Rest Time, Lunch (provided by parent), Morning and Afternoon snack (provided by school).

School Year Refund/Transfer Policy: HRCA Enrichment requires a one-month withdrawal notification. Refunds/transfers are not issued due to weather cancellations, vacations or illness.

Program Cancellations

Preschool will have class unless Douglas County School District-Highlands Ranch Area Schools are cancelled. Please listen to the radio stations for school closure information. There will not be a separate listing for the HRCA Preschools on the news. A Tadpole text will be sent to notify you of a closure. If Douglas County School District-Highlands Ranch Area Schools are on a delayed schedule all morning classes will begin at 9 a.m. in line with a 90-minute delay, Enrichment will only run in the afternoon. In the event weather conditions deteriorate during the course of the school day, we will initiate closure procedures by contacting parents. As always, we respect a parent's decision to keep their student at home, if necessary. No adjustment in tuition will be made. Enrichment will follow the same guidelines. The Douglas County School District weather information can be found on the DCSD weather page.

Daily Attendance Procedures

Each child must have a completed ePACT application prior to the first day of attendance. A teacher will log your child into Tadpoles and note arrival time. A name to face is made several times throughout the day to ensure that the number of children matches the number in Tadpoles. At the end of the day, every child must be signed out by his/her teacher. No one under 18 years of age is allowed to pick-up a child from the program. Persons authorized to pick-up your child must be listed in ePACT. If you are planning on car-pooling, please list those individuals on the application form as authorized to pick up your child. In an emergency, the child may also be released to an adult for whom the child's parent/guardian has given written authorization. In the event an individual not authorized by the parent or guardian, tries to have a child released to them, the Douglas County Sheriff's Department will be notified immediately. Proper identification must be presented at pick-up time.

Absenteeism Policy

For your child's benefit, he or she will be expected to attend the program as scheduled. There are no pro-rated sick or vacation days available if your child is absent. Please notify us through Tadpoles if your child is sick or will be absent for any reason or for any extended periods. If there are any activities in which you do not want your child to participate in for physical, social, or religious reasons, please advise the Preschool Director in writing. In addition, please contact your director at 303-471-8814 (Eastridge) or 720-348-8214, (Westridge), for any questions.

Arrival and Pick-up

At drop off please depart quickly with a gentle goodbye and a reminder that the child will be picked up soon. Separation can be difficult for both parent and child. We recommend that you establish a departure routine that you and your child are comfortable with. After the first day, please do not linger in the Preschool room unless you are a designated parent helper.

Please try to avoid initiating a discussion with the teachers on arrival and pick-up, as they are responsible for the well-being of all the children and must not be distracted. If you need to talk with the teachers, a time can be arranged for a conference or phone call at an appropriate time. Please put messages for your teachers in Tadpoles.

When delivering or picking up your child, you are responsible for any children you bring who are not enrolled in our program. Once a child is dismissed, he/she is the parent's responsibility. The Preschool Room is not an acceptable play area for siblings. Please pick up your child promptly as teachers have to get the room ready for the next class.



At the end of each class period, the Tadpole app is checked to make sure that every child has been signed out by an authorized individual thereby ensuring that no child has remained in the classroom after the session is finished each day. In the event a child has not been signed out but is not in the classroom, the staff member will contact the parents of the child immediately to verify his/her whereabouts.

If you are going to be even a little late picking your child up, please let the teachers know immediately so they can reassure your child. There is an additional charge for late pick-up. Late fee: \$1.00 per every minute a parent/guardian is late. If staff have not been contacted within 30 minutes of class end time regarding a late pickup, the Douglas County Sheriff 's Department will be contacted, and the child turned over to their custody.

Parking and Drop Off

Eastridge and Westridge both have circle drives that can be utilized for drop off. If you need more than 5 minutes to comfortably drop off your child, please use the parking lot. Please **DO NOT** park in the pass thru (Eastridge only) or in front of the handicap accessible ramp. We realize that your time is valuable however, if the circle is full, we ask you use the parking lot.

Clothing and Personal Belongings

Think of your child's comfort and provide simple clothes free of complicated fasteners. Consider messy art materials and other activities and provide clothing that is easily washable. Consider outside play and provide sturdy clothing. Always dress your child warm enough; it is simple to remove a sweater or jacket if it is too warm. Please label ALL belongings.

- Snow boots should not be tight, zippers should work freely, and belts should be easily workable for the child.
- Please discourage your child from bringing personal toys or jewelry to class. At no time are guns or any weapons allowed toy or other.
- If staying for Enrichment: small towel, crib sheet, small stuffie and blanket (must fit in cubby).

HRCA is not responsible for loss or theft of personal belongings. We have a lost and found collection that is purged once a month.

If a child brings money to HRCA Preschool an envelope will be supplied to the child for the safekeeping of the money. The envelope will be sealed, labeled with the child's name, the date and the amount of money and the envelope will be stored in a locked drawer until the child has signed out for the day.

Student Evaluations

Student evaluations are done twice a year for all preschool students. Parent conferences are scheduled in the Fall and spring to summarize your child's progress throughout the school year. Parental concerns should be addressed immediately. Please contact your child's teacher or Director about any concerns.

Special Needs

The staff will work to the best of their abilities to assist participants with special needs. Upon enrollment, parents need to indicate any special needs their child may have in compliance with the American Disability Act.

Guidance and Positive Instruction

The HRCA Preschool has developed guidelines to ensure a safe and constructive environment for all children. Our goals are to cultivate positive child, staff and family relationships. We aim to create and maintain a socially and emotionally respectful early learning and care environment. We work to implement teaching strategies that support positive behavior, pro-social peer interaction, and overall social and emotional competencies in young children. We seek to provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior, developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. We work with families to provide resources on early child mental health and specialist referrals and are committed to training our staff in positive classroom implementation of those referral directives. After efforts to redirect challenging behaviors have failed, we will follow a 3-step process:

1. Document behaviors with parents knowledge
2. There will be a conference with the parents
3. The child will be put on a behavior modification plan
4. Suspension/termination

Health and Wellness

Your child's health and wellness are important to us. Prior to the first day of class, you will need to upload a health form, signed by a physician, and a copy of your child's immunizations will be required as well. Our sick policy is as follows:

We will call you and send a Tadpole message if:

- There is a head injury
- There is an injury that has produced blood
- Your child is showing signs of illness to include but not limited to cough, heavy nasal discharge, fussy/cranky and not their normal self, red/weepy eyes, abdominal pain, sore throat and tiredness

Your child will be sent home, and asked to stay home for 24 hours AFTER the last symptom without the help of medication, and if sent home, your child may not return the following day.

Symptoms may include:

- They have a fever of 100 degrees or higher
- They are vomiting
- They have diarrhea
- They have a persistent and disruptive cough

Per County Health Department recommendations, should there be an outbreak of an illness in the center, children will be asked to stay home for 48 hours after the last symptom.

Ill children will be isolated in the office with a staff member and away from other children until pick up arrangements can be made. Refunds/Transfers will not be issued for illnesses.

The Director must ask parents to report exposure of a child to a communicable illness outside the center, and, at the discretion of the Director, the child should be excluded from the center for the period of time prescribed by the child's physician or the health department.

Medication Policy

No child will be allowed to attend without a current medical health care plan, for a child that requires medication during program hours. This health care plan must be signed by a physician. Medications are kept in a secured medication box and are only administered by a certified medication administrator designated by our nurse consultant in compliance with the "Nurse Practice Act".

Medical Administration

HRCA follows the procedure for storing and administering children's medicines/delegation in compliance with the "Nurse Practice Act". There is a locked cabinet available in the Director's office. If necessary, medication can be stored in the cabinet. All medications must be properly labeled with the child's name, the date, route and the dosage required. All medications must also be accompanied by a doctor's prescription. Teachers carry necessary emergency medications with them such as Epi-pens or inhalers. In the case of an emergency the parents will be contacted immediately, and emergency personnel will be notified if and when necessary.



Meals and Snacks

Meals are not served during program hours. However, a nutritious snack will be provided by the Preschool each day. If your child is in all day Enrichment, you are responsible for providing a peanut/nut free lunch that meets nutrition guidelines. A morning and afternoon snack will be provided.

Food Allergies

The HRCA Preschools are peanut/nut aware. This means that though we do our best to create a peanut/nut free environment, we cannot guarantee one. We ask that parents DO NOT send peanut/nut free products in their child's lunch. Please review and sign our Allergy Policy in the ePact application for full details.

Toilet Training

Toilet training is the sole responsibility of the parent/guardian. All children in the HRCA Preschool or Pre-K classes are required to be independent toilet trained upon admission to these programs. Toilet training includes communicating the need to use the toilet, knowledge of flushing the toilet, and washing hands. Teachers monitor the bathrooms when the children use them. Teachers will verbally prompt children when needed. In the case of a bowel movement accident or special need, the HRCA Preschool has a designated area that is appropriate for and can be used for changing and clean up (by the parent).

Emergency Procedures

The teachers as well as all Recreation Center staff, are First Aid and CPR certified. At pick-up the teachers will report to parents any minor non-emergency bumps, bruises or scrapes that were incurred during the class. If your child becomes sick or injured, you or your designated alternate will be called immediately. You may be asked to pick up your child as soon as possible. If emergency medical staff is needed, 911 is summoned.

When an emergency arises, parents will be contacted immediately, and emergency personnel will be notified if and when necessary. This includes, but is not limited to, lost children, accidents and injuries.

In the event that the Preschool has to be evacuated, the children will go to one of the safe places designated by HRCA. If the children are not able to return to the facility, the Preschool staff will contact parents/guardians using the Tadpoles application for immediate pick-up from this location. All staff will remain at emergency location until every child has been picked up.

Lockout/Lockdown Policy

HRCA follows similar protocols to the Douglas County School District. We maintain locked security doors at both Eastridge and Westridge during business hours.

Only families of children in the program have security cards for access. In the event an authorized pick-up person does not have a card, they are escorted by facility supervisors to the classroom to be identified with proper ID and verification that they are an authorized pick-up person on the child's application, prior to the release of a child.

Lockout

Action: Secure the Perimeter

If there is a threat outside the building, we bring everyone in and lock the outside doors. Lockout is called by a district or site administrator. Lockout can be called when staff or students notice something strange. A lockout could be the response to a violent person or incident in the community near the school. Teachers, staff or administration will get students back into the building. Teachers will take a roll and make sure that all of their students are accounted for. Lockout means an increased situational awareness, but class will be conducted as usual. HRCA will practice a modified lockout protocol, which means we will continue to allow parents into the building to collect their children using our regular security measures.

Lockdown

Action: Lock, Lights, Out of Sight

In the event there is a dangerous situation inside the building, a lockdown will be implemented. A lockdown is the protocol used to secure individual rooms and keep students quiet and in place. Teachers will lock classroom doors and turn lights out. In addition, teachers and students will move away from corridor line of sight, move to closet spaces within the classrooms and maintain silence. The teacher will take roll and account for all students. Occupants of rooms will not unlock their rooms for anything or anyone. When the incident is over, a responsible person capable of unlocking the room from out in the hall (administrator, custodian, Law Enforcement, etc.) will unlock the door and brief the occupants.

What to Expect

In the event our Preschools go on a lockout or a lockdown, please know that administrators and recreation center personnel are working to ensure the safety of your child. The Director will notify parents of the situation as quickly as possible via email, but please know that this may not be immediate as they work to attend to the children's safety. In the event we are able to evacuate the building safely, and we have called role to ensure we have every child, or at which point the incident is over, we will begin calling parents using the Tadpoles application to further advise you on where to pick up your child.



Tornado/Fire

In the case of tornadoes and/or fires, the posted procedures will be followed to ensure the safety of each child. We move children to hallways and bathrooms. Tornado and fire drills will be logged in the Tornado Fire Drill Logbook that is located in the Preschool. The drills will be done as required to ensure preparation for actual emergencies.

Evacuation of Children with Special Needs

In the event that the Preschool has a child with special needs, we will have one staff member assigned to this child to ensure that they are safely exited from the building. In the event that the child cannot return to the facility, the staff member will follow all emergency procedures for reuniting the student with a parent/guardian. Drills be done as required to ensure preparation for actual emergencies.

Missing Child Policy

If a child is missing from the classroom, a search of the premises will be conducted immediately. The Supervisor on duty will be notified as well as the parents, and the Douglas County Sheriff Department if necessary.

Inclement or Excessive Hot Weather

In the case of inclement and excessively hot weather, sunscreen/sun block must be applied to each child if medically permissible. A release form must be signed for each child by the parent. The release form will be kept on file. Also, water breaks will be required for each child if there is exposure to the sun for any extended period of time. On days of inclement weather, please provide proper outdoor attire. Children will not go outside if the weather is excessively hot or extremely cold.

Field Trips and Transportation

In any case where the children leave the HRCA Preschool premises, permission slips will be distributed and collected with a signature from the parents prior to the excursion. During the excursion, the teachers and the parents who choose to chaperone the excursion will care for the children. Class rosters will be carried by each teacher and chaperone and a head count will be made, at minimum, in fifteen minute increments to ensure the safety and the whereabouts of each child. The Facilitator will carry copies of the emergency contact forms. In case of an emergency, the parents will be contacted immediately, and emergency personnel will be notified if and whenever necessary.

HRCA will, under no circumstances, provide transportation for any reason or event. Transportation is the sole responsibility of the parent for each child, and HRCA is not responsible for any accident or incident that occurs during transportation.

Television and Video Viewing

Television/video viewing will only be done for educational purposes. On occasion during summer or school breaks G/PG movies will be shown. The selections will be previewed and only those deemed appropriate will be shown. A television/video viewing release box on your activity release form must be initialed by the parent for each child and submitted to the HRCA Preschool. The release will be kept on file.

Electronics Policy

If your child brings an electronic device to Enrichment, they do so at their own risk. It is his/her responsibility to use the device during assigned times as defined by his/her teacher. The HRCA Preschool Enrichment assumes no liability for loss, theft, damage, nor liability for any unauthorized use of an electronic device. Teachers have the right to limit the usage of a device/devices as deemed necessary.

Visitors

Visitors are welcome to observe our program at any time. These individuals will be required to sign a visitor's log listing their name, address and the purpose for their visit. Visitors are required to show picture identification.

Special Activities

We often have outside people come in to do special activities with our child/children. They are required to sign in as a visitor. During these times there is always one or more teachers present in the classroom.

Parent Helper

During your child's program hours, if you are asked to volunteer as a Parent Helper, please remember that the teacher's main duty is to interact with the children. Please do not use this time as a conference time regarding your child. Parent Helper responsibilities include offering assistance to instructors as needed. We appreciate your assistance.

Child Abuse

The HRC A Preschool staff is required by law to immediately report any suspicions of child abuse and/or neglect to the Douglas County Department of Social Service. If a parent/guardian suspects child abuse and/or neglect, the Douglas County Department of Social Services can be contacted at 303-688-4825.

Complaints

While we hope that we meet your needs at the Preschool, if you have a complaint about our facility, please contact:

The Colorado Department of Human Services, Division of Child Care
1575 Sherman Street, Denver, Colorado 80203-1714
303-866-5948

Contact Information

Preschool at Eastridge
9568 University Blvd.
Highlands Ranch, CO 80126
Phone 303-471-8814
Michelle Lowe
Michelle.Lowe@HRC Aonline.org

Preschool at Westridge
9650 Foothills Canyon Blvd.
Highlands Ranch, CO 80129
Phone 720-348-8214
Tammi Howard
Tammi.Howard@HRC Aonline.org



Toddler Handbook

What to Bring

Our toddler classes allow staff to spend one on one time with your child to help prepare your toddler socially, cognitively, linguistically and emotionally for Preschool.

Here's a list of items you will need to maintain onsite:

- One bag of diapers
- Two bags of wipes
- Changing diaper pad that can be wiped/disinfected
- Sunscreen/ointment /powder (label with first and last name)
- At least 2 changes of clothes (tops/bottoms/socks/shoes/sun hat) to be kept in diaper tub.
- Naptime: Pacifier/nap time blanket or lovey.
- Lunch: Small lunch bag with eating utensils and sippy cup, lunch and ice packs.
 - * Be aware that we have a few severe allergies. If there are any allergy conditions, we will comply with your requests.
 - * Please be certain to label all items with your toddlers' name.

Morning and Afternoon snacks are provided.

A few reminders:

- When you are dropping your toddler off give them a quick kiss, hug and assure them that you will be picking them up. If someone else is picking them up, remind them of who to look for and when. Try not to linger, because sometimes that can make it more difficult for your child's transition.
- Be sure to send your child with a warm coat on cold days, because we will try to go outside if it is not snowing or below 35 degrees.
- Be sure to ask your child about their day and what they did. This will help them develop important language skills.
- We use the Tadpole application to communicate with you about your child's day. You may also use it to inform us of any pertinent information regarding your child.
- Toilet training is the sole responsibility of the parent/guardian. If training has begun at home, teachers will encourage children while in the program.

Toddler Typical Day

7:30 – 9:00 a.m. Early drop off. Wash hands. We will spend the quiet morning with theme-related centers.

9:00 – 9:30 a.m. Circle time, new word, number, calendar

9:30 – 10:00 a.m. Outside time with my friends

10:00 – 10:30 a.m. Snack time

10:30 – 11:30 a.m. Art projects, free play time

11:30 a.m. – Noon Wash hands, get ready to have lunch with my friends

Noon – 1:00 p.m. Eat lunch and clean up my mess

1:00 – 3:00 p.m. Rest time! I have to get my rest because I am still growing

3:00 – 4:00 p.m. Outside time and eat my afternoon snack

4:00 – 4:30 p.m. Work on my fine motor skills through activities

4:30 – 5:00 p.m. Work on my large motor skills through play

5:00 – 5:30 p.m. We will work on a sensory project, read a book, and relax

5:30 p.m. Make sure to ask me about my day!