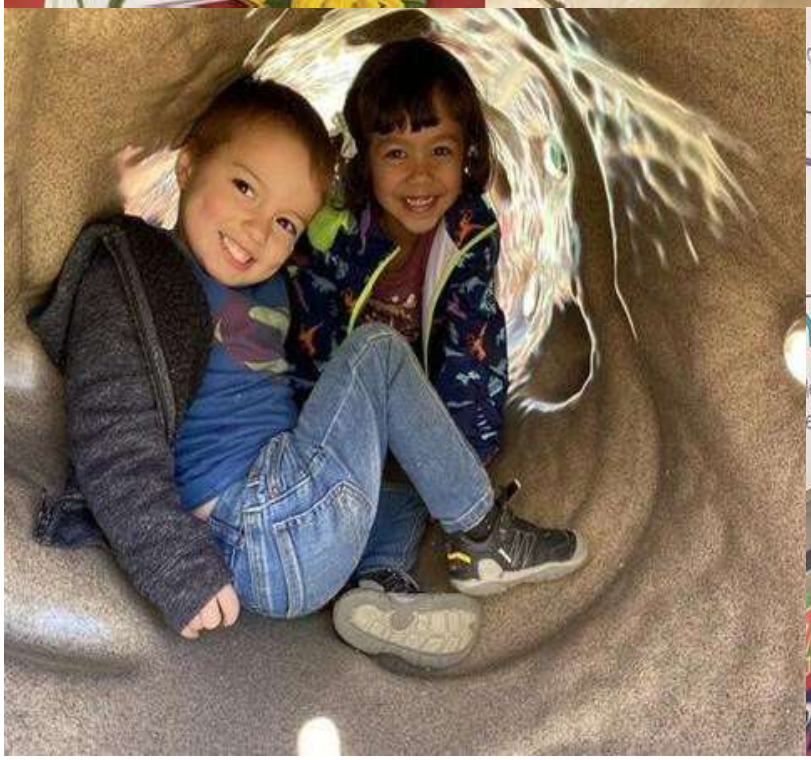
HRCA
EDUCATION

2026-2027
UPK & Preschool
Handbook/Policies









www. HRCAonline.org/Preschool

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 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 communication board with pertinent information will always be available in the youth wing along with the Brightwheel 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
Eastridge
Assistant Preschool Director
303-471-8825
Natalie.Hanson@HRCAonline.org

Andrea Corkran
Westridge
Assistant Preschool Director
720.348.8261
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August 2026 – August 2027

School Year: September 2026 - May 2027

Summer: June 2027 - August 2027

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

ADMISSION, REGISTRATION AND WITHDRAWAL POLICY

All admission and registration information should be directed to:

Eastridge- Natalie Hanson – erpreschoolregistration@hrcaonline.org

Westridge – Andrea Corkran - wr.preschoolregistration@hrcaonline.org

Annual Registration Fee: *$125 (Non-Refundable)*

Registration for Preschool will be entered by HRCA staff prior to August 14th. Payment plans are available for monthly payments. Payments will be charged automatically, or parents may pay in full for the school year.

If your child is going to participate in our Enrichment program (before and after-care) registration must be completed by the 25th of each month for the upcoming month needed. Enrichment payments can be made at the front registration desk or online.

**Monthly tuition will not be prorated for weather days, unforeseen facility closures, school breaks, family vacations or child illness.*

Universal Pre K- Colorado Universal Preschool (UPK Colorado) is a state-funded program providing 15 hours per week of tuition-free preschool for children in the year before kindergarten (typically age 4). Administered by the Colorado Department of Early Childhood (CDEC), it aims to expand access to high-quality early education, offering additional hours for qualifying families. The program is designed to Improve school readiness and development across all learning domains.

**For more information on UPK Registration, please contact your site Administration Team.*

Required Paperwork: Each child must have a completed application on file with HRCA Preschools by August 14th.

For our children's security and safety parents will receive one security card to enter the youth wing. If you would like an additional card, you may purchase this at the Membership desk.

Immunization and Health Status Form

A current Colorado Immunization form with the state seal must be signed by a physician.
A current Health Care Statement, with the date of the next examination entered and signed by a physician (A current Health Care Statement must remain current while your child attends our programs). These may expire throughout the year, so parents will be required to bring copies. Expired forms could lead to a delay in attendance.

Due to allergies, personal, or religious beliefs, some families choose not to immunize their child. HRCA does not discriminate against non-immunized children and accepts them into our program. Parents will need to submit a "Certificate of Non-Medical Exemption" or a "Certificate of Medical Exemption"

Withdrawal Policy

HRCA requires at least one month's notice when removing a child from the program. We request that this information be submitted in writing and presented to the Preschool Director. Withdrawals from the program after March 1, 2027, will not be accepted or eligible for any refunds.

Eastridge
2026-27 Program Hours and Fees

Toddler (Ages 1-3)

Buttercups
Eastridge, Arts Room
Member Price- $1,500 monthly
Program Guest - $1,550 monthly
M-F 7:30 a.m. - 5:30 p.m.

Poppies
Eastridge, Copper Room
Member Price- $1,500 monthly
Program Guest- $1,550 monthly
M-F 7:30 a.m. - 5:30 p.m.

Sweet Peas
Eastridge, Wolf Creek Room
Member Price- $1,480 monthly
Program Guest- $1,530 monthly
M-F 7:30 a.m. - 5:30 p.m.

Bluebells
Eastridge, Snowmass Room
Member Price- $1,480 monthly
Program Guest - $1,530 monthly
M-F 7:30 a.m. - 5:30 p.m.

Preschool (Ages 3-5)

Shooting Stars
Eastridge, Sunlight Room
Member Price - $540 monthly
Program Guest j- $590 monthly
M-F 9:00 a.m. - Noon

Pre-K (Ages 4-5) UPK Qualified

Daisies
Eastridge, Telluride Room
Member Price- $540 monthly
Program Guest- $590 monthly
M-F 9:00 a.m. – Noon

Sunflowers
Eastridge, Monarch Room
Member Price- $540 monthly
Program Guest- $590 monthly
M-F 9:00 a.m. – Noon

*3 & 5-day Enrichment available to currently enrolled students only

Westridge
2026-27 Program Hours and Fees

Toddler (Ages 2-3)

Cubs 7:30 a.m. - 5:30
Westridge, Osprey
Member - Price - $1,480 monthly
Program Guest- $1,530 monthly M-F

The Toddler fee is not prorated. It is a monthly fee.

Preschool (Ages 3-4)

Pikas
Westridge, Falcon Room
Member Price - $540 monthly
Program Guest- $590 monthly
M-F 9:00 a.m. – Noon
Pre-K (Ages 4-5) UPK Qualified

Pikas
Westridge, Falcon Room
Member Price- $338 Monthly
Program Guest $388 Monthly
M, W, F 9:00 a.m. - Noon

Elk
Westridge, Great Horned Owl Room
Member Price- $540 monthly
Program Guest- $590 monthly
M-F 9:00 a.m. – Noon

Bisons
Westridge, Barn Owl Room Price
Member Price- $540 monthly
Program Guest- $590 monthly
M-F 9:00 a.m. – Noon

3 & 5-day Enrichment available to currently enrolled students

**Please refer to the HRCA website for a complete school calendar that lists days we are closed for holidays.*

Enrichment (Preschool and Pre-K)

The Enrichment program at HRCA is a program that allows childcare before and after Preschool and Pre-K.

This program includes music, language, swimming, art, story time, rest time/nap and snack time. Each week has a different theme. Children participate in special activities related to those themes each week. Enrichment children swim a few times per week.

Children are invited to bring napping items like a blanket, or a lovie, and are required to bring a sheet weekly to help them rest with ease.

Some extracurricular programs are offered for an additional fee such as; science, technology and soccer camps. These additional classes must be after 12:30 p.m. so as not to disturb your students' learning.

This program is facilitated by the same Preschool and Pre-K teachers you have come to love and trust at the HRCA.

This program is licensed with the State of Colorado and therefore maintains the integrity of licensed programs in policy and procedures.

An afternoon snack is provided.

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-day (M, W & F) or 5-day program.
Full Day Enrichment is available for all preschool and PreK programs.

Fees
School Year Enrichment: Member $45 | Program Guest $50 per day
Full-Day Enrichment (school break days): Member $55 | Program Guest $60 per day
School Year Refund/Transfer Policy: HRCA Enrichment requires a 30-day withdrawal notification. Refunds/transfers are not issued due to weather cancellations, vacations or illness.

HRCA reserves the right to cancel the enrollment of a child including, but not limited to, the following reasons:

- Non-payment or excessive late payments of fees.
- Not observing the rules of HRCA as outlined in the parent handbook.
- Child has behavioral or special needs that we are unable to adequately support without fundamentally altering our program or assigning resources beyond what is reasonable in our setting.
- Child did not meet the expectations of the Behavioral Plan that was developed for ongoing, challenging behavior.
- We are unable to safely support the child within our current staffing ratios and structure.
- Child is not independently potty trained and is causing severe disruptions to the classroom or the educational environment.
- Physical and/or verbal abuse of staff or children by a parent.

Brightwheel

Brightwheel is our application software that stores all files in a digital format. This allows HRCA to better manage required forms, like immunizations and authorized pick-ups, and allows teachers and Directors to get to know your child better so we can do our best to meet their needs. This program is used to help organize and communicate with parents and allows teachers to send updates on the children's day, manage and track classroom ratios and attendance and communicate with parents. To sign up, parents must download the Brightwheel App. Once submitted, staff will use the email provided to set up your child profile. This is required paperwork and must be submitted before your child attends.

After registration, parents will receive an email invite to set up a Brightwheel Account. After setting up account, Parents will be required to update contact information, child profile and submit Admission Paperwork Packet.

Parent Communication

Communication is critically important in our program. As mentioned, we utilize Brightwheel as a source of communication between teachers, directors and parents, but we also value personal interaction. Please do not hesitate to communicate with our teachers and directors about your child and/or your child's needs. Directors send out regular newsletters to update parents on what is going on in the program.

ATTENDANCE, ARRIVAL & PICK UP, CLOSURES

Arrival and Pick-Up

At drop-off, please say a brief, reassuring goodbye and remind your child that you will return soon. We understand that separation can be challenging for both children and parents, and we encourage you to establish a consistent departure routine that feels comfortable for your family. After the first day, we ask parents to refrain from remaining in the Preschool room unless serving as a designated parent helper.

During drop-off and pick-up, parents are responsible for supervising any non-enrolled children accompanying them. Once a child has been dismissed, they are under the parent's supervision. To ensure a safe and orderly environment, the Preschool room is not available as a play area for siblings. We also kindly ask that you pick up your child promptly so our teachers can prepare the room for the next class.

Each parent will be assigned in Brightwheel a PIN code to sign in and sign out their child. iPads are located on the walls in each Preschool hallway for parents to complete this process. After signing in, please take your child to the appropriate classroom and notify the teacher that your child is present.

At the end of each class, the Brightwheel 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 in the classroom, the staff member will contact the parents of the child immediately to verify his/her whereabouts. (see Late Pick-Up Policy)

Parking and Drop Off

Eastridge and Westridge both have circle drives that can be utilized for drop-off.

If parents need more than 5 minutes to comfortably drop off their child, please use the parking lot.
Please DO NOT park in the pass through (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 to use the parking lot.

Daily Attendance Procedures

Each child must have a completed Brightwheel application prior to the first day of attendance.

Upon arrival, parents will log their child into Brightwheel and note the arrival time.

A name-to-face is made several times throughout the day to ensure that the number of children matches the number in Brightwheel.

At the end of the day, every child must be checked out by parent or authorized designee.

No one under 18 years of age is allowed to pick-up a child from the program. People authorized to pick up your child must be listed in Brightwheel.

Parents must be prepared to show proper identification at any time.

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, we will contact the parent immediately and request written authorization. If this situation escalates, the Douglas County Sheriff's Department may be notified.

Late Pick-Up Policy

In the event you are late for pick up, please call the Preschool Director and let our staff know about the situation as soon as possible. Considerations may be made for bad weather, road conditions, or other extenuating circumstances. We strongly recommend an alternative plan for picking up children from any of the early childhood age licensed programs when you will be late or unavailable.

If you do not arrive to retrieve your children by closing time, the HRCA staff will attempt to contact you. Staff will contact your cellphone/home numbers, followed by your office phone number, and finally your designated emergency person.

Those parents or guardians who pick up their children late will be charged $1 per minute per child.

If contact cannot be made to the parents/guardians or your designated emergency persons within a half hour of closing the HRCA Preschool site, the Preschool Director will notify the Department of Human Services and Douglas County Sheriff's Department to pick up your child.

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 Brightwheel if your child is sick or will be absent for any reason or for any extended periods. Please specify symptoms as we are required to track for the health department. Parents should identify specific symptoms when notifying Director of absences for sickness.

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.

Delayed Schedule, Early Dismissal and School Closure

Preschool and Enrichment will have classes unless the Douglas County School District-Highlands Ranch Area Schools are canceled. Please check the HRCA Website (www.hrcaonline.org) for information regarding school closure. There will not be a separate listing for the HRCA Preschools on the news. A Brightwheel text will be sent to notify parents of a delayed start or 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 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 to tuition will be made.

GENERAL PRESCHOOL GUIDELINES AND POLICIES

Security

All preschools are secured within the recreation facility.

The security doors accessing the preschools at both Eastridge and Westridge are always locked and secured 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. Prior to releasing child, staff may ask for identification and verify that they are an authorized pick-up person on the child's application.

Identification may be required on daily basis, so please make sure to bring your ID with you every time you visit the preschool.

Accounting for all Children

Close supervision of children is of high value for our program.

All ratios are maintained through state licensing guidelines.

A Name to Face count is taken each time a class transitions from one location to another.

Children are never allowed to go any place without an adult.

Classroom doors will typically be closed while class is in session for safety precautions. The playground is fenced and the gate is always closed and locked.

Clothing and Personal Belongings

Children are encouraged to dress comfortably and suitable for the weather. We do engage in "messy" art materials and other activities. Consider outside play and provide appropriate 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.

Personal toys or jewelry are not allowed to be brought to class. At no time are play guns or any play weapons allowed.
If staying for Enrichment: a small towel, bathing suit (for swim days) a 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 donated once a month.*

Your child should not bring money to school. If money is brought to school, the money will be stored in an envelope in a locked drawer with the child's name and date until the child is checked out for the day.

Inclement and Excessively Hot Weather
Children will not go outside if the weather is excessively hot or extremely cold, although we do encourage outdoor play and children should come to the program with appropriate clothing, including boots, hats, gloves, socks, coats, etc. Children will remain indoors if there is precipitation, lightning, or the temperatures are not suitable for outdoor activities. HRCA will follow Childcare Weather Watch guidelines to determine outdoor activities and length of time.

Excessively Hot Weather: On excessively hot days, we encourage children to wear light-colored clothing including brimmed hats. We limit outdoor play and have access to shaded areas and drinking water whenever possible. Water breaks will be required for each child if there is exposure to the sun for any extended period.

Please bring a water bottle each day. (Water only.)

Sunscreen: Sun protection is required for all children in attendance. We ask that parents apply sunscreen with an SPF of 30 or greater prior to their child arriving to the program. We also ask that you provide sunscreen for the program for our teachers to re-apply throughout the day. Sunscreen is applied on a regular basis, and parents are required to sign a release form in Brightwheel for each child. Sunscreen should be labeled with first and last name.

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 will care for the children. A head count will be made regularly to ensure the safety and whereabouts of each child. The teachers will have access to all emergency contact forms through Brightwheel. In case of an emergency, the parents will be contacted immediately, and emergency personnel will be notified if and whenever necessary.

Preschool / Pre K does not participate in any activities that involve field trips and/ or transportation; however, may go on walking trips that are near the facility. Permission slips will be sent home for any trips.

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 in Brightwheel must be initialed by the parent for each child and submitted to the HRCA Preschool. The release will be kept on file.

We limit television viewing to 30 minutes. If your child is unable to watch TV, an alternate activity will be provided; however, the activity will remain in the classroom. Any use of internet will be conducted by teachers only and children will not have access.

Electronics Policy

Electronics are not permitted.

Meals and Snacks

Meals are not served during program hours. However, a nutritious snack will be provided by the Preschool each day. Menus are sent out via Brightwheel each month.

If your child is in all day Enrichment, parents are responsible for providing a peanut/nut free lunch that meets nutrition guidelines. We ask that all foods are prepared, in child-sized portions, cut-up/sliced/peeled and in non-breakable containers for easy and safe eating. All lunch boxes need to contain ice packs and be labeled on the outside with the child's first and last name. Due to potential food allergies, children will not be allowed to share lunches. Food to be warmed in microwave will only be in the toddler rooms. *Morning/afternoon snacks 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 products in their child's lunch. Please review and sign our Allergy Policy in the Brightwheel application for full details.

If your child has a diagnosed food allergy, HRCA will provide a substitute snack. If your child has a food preference, we ask parents to send an alternative snack.

Diapering and 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.
- Independently maneuver their own clothing.
- Knowledge of flushing the toilet.
- Washing hands.
- The ability to recognize the need to use the restroom in a group and public setting.
- No potty chairs, use the toilet as designed.
- Ability to nap without the use of a pull-up diaper.

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 cleanup (by the parent).

If teachers or Directors observe ongoing concerns, they will communicate and collaborate with parents to address them and have the right to stop potty training if the child is not ready in a group setting and becomes a 1:1 care requirement.

Visitors

Visitors are welcome to observe our program. 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 visitors come in to do special activities with our children. They are required to sign in as a visitor and wear a badge to identify they are a visitor. During these times there are always one or more teachers present in the classroom, and our

teachers will maintain all licensing ratios.

Parent Helper

If parents are asked to volunteer during programming hours, please remember 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 aiding instructors as needed.

Student Evaluations/Parent Teacher Conferences

Student evaluations are conducted twice annually for all preschool students. Parent conferences are held in the fall to provide an introduction and share initial observations, and again in the spring to review your child's progress over the course of the school year. These conferences include discussion of your child's developmental progress, as well as their social, emotional, and physical growth.

We encourage parents to address any concerns as they arise. Directors will reach out if they have any concerns as well. Please feel free to contact your child's teacher or the Director at any time. Conference slots are scheduled in advance and offered based on availability.

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/ Behavior Expectations

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.

Separation of children may become necessary in the case of two or more children having extreme difficulty playing together without conflict. The teacher will assign appropriate play areas for the children, with the message that they may try playing together again if they do well on their own.

When a behavior occurs that is disruptive or threatens to disrupt the operation of the program, interferes in any way with the rights and privileges of others, endangers the health or safety of any person, or damages property, staff members will respond accordingly using progressive disciplinary steps and techniques. This behavior may include, but not limited to, biting, hitting, and/ or aggressive play.

Biting can be a typical behavior in toddler classrooms as children are still developing language, self-regulation, and social skills. Our staff responds immediately by caring for the child who was bitten, redirecting the child who bit, and helping both children in a calm, developmentally appropriate manner. We work closely with families to identify patterns, support positive behavior, and teach gentle touches, simple words, and safe ways to express feelings. While occasional biting may occur in group care settings, repeated incidents will be addressed through communication, observation, and individualized support strategies.
For the success of our toddler program, children should be ready to participate in the classroom routine without bottles, and pacifiers.

We will make every effort to work with the parents of children having difficulties. We are here to serve and protect all children; therefore, children displaying chronic disruptive behavior will require the following actions:

- Documentation – Staff will document behaviors with parents' knowledge.
- Initial Consultation- The Director may require the parent(s) to meet for a conference. A plan of action will be defined on paper. Goals will be established and the parents will be involved in creating approaches towards solving the problem.
- Secondary Consultation- If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and implement a Behavior Improvement Plan. This discussion will also include the consequences if progress is not apparent.
- Suspension - When the process attempts have been followed and no progress

has been made per the Behavior Plan toward solving the problem within a reasonable period of time, the child may be suspended from the program. Suspensions may vary from a few hours to an indefinite period.

- Withdraw from program

HEALTH AND WELLNESS

Your child's health and wellness are important to us. Prior to the first day of class, parents will need to upload required health forms, signed by a physician, and a copy of their child's immunizations on the Colorado State Seal.

Sick Policy

Please DO NOT bring your child to preschool if they have had any of the following symptoms in the last 24 hours:

- fever (please do not give fever reducing medicine prior to school)
- diarrhea or are complaining of abdominal pain
- watery, inflamed eyes
- a bad cold or heavy nasal discharge
- an unexplainable rash or skin eruption
- a sore throat
- a cough

If your child is sick, we will require them to be picked up as soon as possible. Please see list below for guidance.

- fever of 100 degrees or more
- diarrhea
- persistent and disruptive cough
- bad cold and/or heavy nasal discharge
- inflammation of the eyes
- unexplained rash or skin eruption
- sore throat and/or swollen neck glands
- dizziness and/or headache cough
- unable to go outside for playtime
- vomiting
- communicable disease

If your child is on antibiotics and may cause other health concerns (diarrhea, etc..) a doctor's note must be provided.

Ill children will be isolated in the office with a staff member and away from other children until pick up arrangements can be made. The expectation is that parents

pick up children within 30 minutes. Refunds/Transfers will not be issued for illnesses. After being picked up, children must stay home from the program for 24 hours, after the last symptom without the help of medication. If your child is sent home, your child may not return the following day.

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.

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.

Accidents & Injuries

In the event your child becomes injured in our care, appropriate first aid will be administered. All minor injuries are documented internally. The teachers, as well as all Recreation Center staff, are First Aid and CPR certified. The teachers will report to parents though Tadpoles of any minor non-emergency bumps, bruises or scrapes that were incurred during the day.

If emergency medical staff are needed, 911 is summoned. When an emergency arises, parents and /or emergency contacts will be contacted immediately. This includes, but is not limited to, lost children, accidents and injuries. Staff are authorized to use their best judgment in an emergency.

When a child requires medical attention as a result of an injury or accident that occurs while participating in the program, staff are required to provide an online injury report to the Office of Early Childhood and Child Care Administration in accordance with licensing requirements. Parents will be contacted after an injury/ accident in the following circumstances:

- There is a head injury
- There is an injury that has produced blood
- Any other injury that staff deems as severe

Medication Policy

No child will be allowed to attend without a current medical health care plan for a child that requires medication during programming hours. This health care plan must be signed by a physician. Medications are kept in a secure 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 Youth Wing.

All medications must be properly labeled with the child's name, the date, route and the required dosage.

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 event of an emergency, parents will be contacted immediately, and emergency personnel will be notified.

EMERGENCY PROCEDURES

Staff will routinely conduct emergency training drills with all children throughout the year in accordance with the Colorado Department of Early Childhood. Drills will ensure that our participants and staff are aware and confident in the Emergency Procedures at our facilities and will consist of:

- Evacuation Drills
- Tornado Drills
- Fire Drills
- Active Threat Drills

All staff are familiar with the locations of the fire extinguishers, smoke detectors, pull stations, and emergency exits in the facility where they are conducting the program. After each emergency drill is performed, parents will be notified via Brightwheel.

HRCA has a comprehensive Emergency Action Plan that is reviewed annually. Please see descriptions of Emergency situations below. For more information, please contact the Director of Preschool.

Evacuation/ Fire

In the event of a fire emergency, the priority of the staff members is to ensure a safe exit for all children.
Staff will evacuate all children from the building 200 feet from the building.
Tablets go in evacuation to ensure class rosters and contact information are available.

If the children cannot return to the facility, the Preschool staff will contact parents/guardians using the Brightwheel application for immediate pick-up from this location.
All staff will remain at the emergency location until every child has been picked up.

Lockout
Action: Secure the Perimeter
Lockout procedures will be implemented by a Facility Manager or Preschool Director. Lockout can be called when there is an incident in or near the facility that staff deems out of the ordinary.
If there is a threat outside the building, all children will remain in the building, and the outside doors will be locked.

Teachers will take roll and make sure that all their children 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-Active Threat
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.
HRCA's 'child friendly' lockdown procedure is known as Bees to the Beehive which is an age-appropriate action plan to alert the children to initiate the emergency action plan without causing fear or anxiety.

Teachers will lock classroom doors and turn lights out. In addition, teachers and students will move away from the 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 (Director, Manager, 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 Brightwheel, but please know that this may not be immediately 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 roll to ensure we have every child, or at which point the incident is over, we will begin calling parents using the Brightwheel application to further advise you on where to pick up your child.

Teachers will take roll and make sure that all their children 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.

Tornado
In the case of a tornado, the emergency action plan will be implemented. However, in the event of a Tornado warning in the Douglas County area, staff will escort the children to the designated Tornado Shelter (i.e., locker rooms, lower-level hallways and/or storage rooms).

During this time, the facility will be "closed" for normal business, and no one will be allowed into the facility or allowed to leave the facility.

No students will be released until the shelter in place is lifted.

Staff will contact parents via Brightwheel as soon as the children are secure, roll calls have been taken, and it is safe to do so.

Reunification
In the event HRCA must evacuate, the preschool group will relocate to a safe location outside of the recreation center.

This procedure will typically involve law enforcement, and we will follow their guidance regarding appropriate next steps, including when it is safe for parents to pick up their children. Updates will be communicated through Brightwheel and the HRCA website (www.hrcaonline.org).

In the event of an emergency at any location within HRCA please do not come to the location as it will prevent a timely evacuation and prevent emergency personnel from handling the situation. It may also put you or other people's lives at risk.

Continuity of Care after Emergency

Following an emergency or disaster, the center will maintain safety and care of children and restore normal operations as quickly as possible. The plan includes designation of essential staff responsibilities, procedures for backing up and retrieving children and staff files, protection of confidential and financial information, and communication with families regarding operational status and any temporary relocation or program changes.

Evacuation of Children with Special Needs

If 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. If the child cannot return to the facility, the staff member will follow all emergency procedures for reuniting the student with a parent/guardian. Drills are done as required to ensure preparation for actual emergencies.

Missing Child Policy

In the unlikely event that a child has gone missing, the entire group shall remain where they are until the child has been found. If the missing child is not located immediately staff will complete the steps below:

- Staff notify the Director and provide all pertinent information related to the child, including name, picture (if available), clothes they are wearing, and where the child was last seen, etc.
- The Director initiates the Emergency Action Plan for a Missing Person, which notifies all staff at the recreation center of the situation and begins the search for the child.
- If the child is not found after five minutes of searching, the Douglas County Sheriff's Department will be notified. The parent/guardian and emergency contacts, if necessary, are also contacted.

Facility Inspections

The center will maintain a routine process to identify and address recalled toys, equipment, furnishings, and food items. Designated staff will review recall information on a regular basis using reliable sources such as the U.S. Consumer Product Safety Commission (CPSC), the U.S. Food and Drug Administration (FDA), and the U.S. Department of Agriculture (USDA).

Any recalled item will be immediately removed from use, clearly labeled, and secured to prevent access. The item will be disposed of or returned in accordance with the recall instructions. Documentation of recalls and actions taken will be maintained on file. Staff will be informed of relevant recalls, and families will be notified if a recall impacts items used within the program.

Child Abuse

The HRCA Preschool staff are required by law to immediately report any suspicions of child abuse and/or neglect to the Douglas County Department of Social Services. 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
303-866-594

Preschool/UPK Policies 2026-2027

Home Language Communication Policy

Our preschool values and respects the languages spoken in each child's home. During enrollment, families share the languages used at home, their preferred communication language, and any support they may need. We use multiple communication methods—Brightwheel, in-person conversations, program events, and conferences—to keep families informed and connected. When families speak languages other than English, we communicate in their preferred language whenever possible and partner with the UPK team to access interpreters, translators, and other language support resources so every family can fully participate in their child's learning experience.

Student Evaluations & Parent-Teacher Conferences

Our preschool conducts formal student evaluations twice each year for all preschool students. These evaluations help us understand each child's developmental progress and guide our instructional planning.

Fall Conferences: Held early in the school year to introduce families to their child's teacher, share initial observations, and discuss how your child is adjusting to the classroom environment.
Spring Conferences: Held later in the school year to review your child's growth and progress across all developmental domains, including social, emotional, cognitive, and physical development.

Conferences include a discussion of your child's strengths, emerging skills, and any areas where additional support may be beneficial. Families receive a summary of their child's developmental progress and can ask questions and collaborate on goals.

We encourage families to communicate concerns at any time throughout the year. Directors will also reach out proactively if they observe any concerns or developmental needs. Parents are welcome to contact their child's teacher, or the Director whenever support or clarification is needed.

Conference timeslots are scheduled in advance and offered based on availability.

Family Information & Partnership Policy

Our program gathers important information from families at enrollment—such as routines, priorities, cultural practices, and goals—so teachers can build strong relationships, support smooth transitions, and plan responsive, individualized learning experiences for each child.
To support each child's growth, development, and well-being, our program maintains a structured process for gathering meaningful information from families. This information helps teachers understand each child as an individual and informs daily interactions, classroom practices, and instructional planning.
Family Updates
Families are encouraged to share new information at any time, especially when routines, preferences, or home circumstances change.

Transition Policy

We want every child to feel comfortable, confident, and supported during any transition—whether moving to a new classroom, adjusting to a new schedule, or changing early learning settings. Our goal is to make transitions smooth and predictable for children and families.

How We Support Transitions:

- We help children adjust to new environments by:
- Learning about each child's routines, strengths, and needs during enrollment and throughout the year
- Preparing children through classroom activities, social-emotional support, and opportunities to meet new teachers or visit new spaces
- Creating individualized transition plans for children who need extra support

How We Communicate About Transitions:
Families are kept informed through:

- Brightwheel messages, emails, and printed notices
- Daily conversations at drop-off and pick-up
- Parent-teacher conferences
- Advance notice of classroom changes, staffing updates, or schedule adjustments
- Opportunities to meet new teachers and tour new classrooms

Family Partnership in Transition Planning

Families play an important role in transition decisions:
Talk with families about transition readiness
Invite families to share goals, concerns, and preferences

Consider family input when planning classroom moves or additional supports
Work together on individualized transition plans when needed

Program Discretion Regarding Transitions
While we value family input, HRCA may initiate or adjust transitions when needed based on staffing, enrollment, developmental readiness, safety, or overall program operations. If a transition is required, we will notify families promptly and support them throughout the process.

Referral to Community Services Policy
Our preschool is committed to supporting the well-being of every child and family. When a need is identified—through enrollment paperwork, daily conversations, teacher observations, conferences, or family requests—we will talk with you respectfully to understand what type of support may be helpful. When appropriate, we may share information about community agencies, early childhood services, or specialists; help connect families with services; and work with the UPK team to ensure referrals match your family's language and cultural needs. Referrals may include Early Intervention, speech, occupational or physical therapy, mental health or behavioral support, or local family resource centers.

Family Choice & Confidentiality
Families decide whether to pursue any referral. All conversations and information shared during the referral process are kept confidential.

Inclusion & Family Partnership Policy
Our preschool welcomes all children and supports their unique learning needs. We believe every child deserves to feel included, valued, and successful in our program. We work closely with families to understand each child's strengths, interests, and goals. Together, we create learning plans that support your child's development in ways that match your family's priorities and cultural practices. Teachers observe your child's progress, share updates regularly, and partner with you during conferences and everyday conversations. If your child needs extra support, we will collaborate with you to support those needs. Families are active partners in all decisions about their child's learning. Your voice matters, and we will always respect your preferences, communication style, and cultural background. Our goal is to ensure every child feels welcomed, supported, and ready to thrive.

Quality Improvement Plan (QIP) Sharing Policy
Our program shares its annual Quality Improvement Plan (QIP) with families, staff,

and other stakeholders through Brightwheel, email, and scheduled meetings to ensure transparency and partnership in our ongoing improvement efforts.

Curriculum & Learning Guidelines Policy

Our program uses a research-based early childhood curriculum that supports children's development across all learning domains and is fully aligned with the Colorado Early Learning and Development Guidelines (ELDGs). The curriculum provides developmentally appropriate activities, intentional teaching strategies, and structured learning experiences that reflect how young children grow, learn, and build skills over time. Teachers use the curriculum and the ELDGs together to plan lessons, observe progress, and individualize learning to meet each child's needs.

Child Observation & Assessment Policy

Our program uses ongoing, developmentally informed child observation and assessment to guide individualized curriculum and lesson planning. Teachers observe children daily, document their interests, strengths, and emerging skills, and use this information to plan activities, adjust classroom routines, and create learning experiences that meet each child's unique needs. Observation and assessment help us understand how each child learns, ensure our curriculum reflects their developmental stage, and support meaningful, responsive instruction throughout the year.

Group Size & Ratio Improvement Policy

Our program is committed to providing a calm, safe, and responsive learning environment. In addition to meeting all Colorado childcare licensing requirements, we follow a long-term plan to reduce group sizes and improve adult-to-child ratios beyond what the law requires as part of our Universal Preschool (UPK) Program and our work toward accreditation. These enhanced ratios and smaller group sizes are already built into our daily program and are maintained throughout the year.
By continually improving quality in this way, we can give children more individualized attention, strengthen relationships, and create high-quality learning experiences that support every child's growth and development.

Child Screening Policy

Our program provides developmental, social-emotional, dental, vision, and hearing screenings within the first 45 days of UPK attendance, and families may choose to decline any screening while still receiving full program support.
Nutrition & Healthy Eating Practices
Our program promotes healthy eating habits by giving children opportunities to

taste and explore fresh fruits and vegetables. Throughout the year, children participate in hands-on experiences—such as gardening activities, cooking projects, and tasting events—that help them learn where food comes from and encourage them to try new, nutritious options. These practices support children in developing lifelong healthy habits in a fun and engaging way.

Physical Activity

Our program requires classroom teachers to lead children in daily structured physical activities to support healthy development, build motor skills, and promote active learning.

Trauma-Informed Support Process

If a child or family is experiencing a difficult or stressful time, we follow a caring and consistent process to provide support. We pay attention to changes in a child's behavior or routines and talk with families privately to understand what may be happening. In the classroom, we offer extra emotional support, calming strategies, and predictable routines. When needed, we create simple individualized plans to help children manage feelings or transitions. With parent permission, we may also connect families to community resources such as mental health services, early intervention, or family support programs. We check in regularly and adjust supports to ensure each child continues to feel safe, understood, and cared for.

Annual CDEC Family Survey

Each spring, the Colorado Department of Early Childhood (CDEC) conducts an annual family survey. You will be notified of the opportunity to participate and share your experiences regarding your meaningful and culturally appropriate involvement in our program, as well as the healthy development supports provided.

2026-2027 ADDITIONAL TODDLER INFORMATION

Here's a list of items you will need to maintain on-site: Your child's teacher will communicate when more supplies are needed.

- 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.
- Pacifier/nap time blanket or lovey.
- Small lunch bag with eating utensils and a 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 toddler's name.

Morning and Afternoon snacks are provided.

Biting can be a typical behavior in toddler classrooms as children are still developing language, self-regulation, and social skills. Our staff responds immediately by caring for the child who was bitten, redirecting the child who bit, and helping both children in a calm, developmentally appropriate manner. We work closely with families to identify patterns, support positive behavior, and teach gentle touches, simple words, and safe ways to express feelings. While occasional biting may occur in group care settings, repeated incidents will be addressed through communication, observation, and individualized support strategies.

For the success of our toddler program, children should be ready to participate in the classroom routine without bottles and pacifiers, be independently walking and independently feeding themselves. In addition, we ask you to be flexible for the first full week your child starts as transitions can be difficult. We will plan for half-days for the first two - three days and then as your child settles in, we will extend their day as they acclimate.

A few reminders:

- When dropping off your child, 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 Brightwheel 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.

Typical Toddler Day:
Schedule subject to change per individual toddler class. Your child's class has its individual schedule posted in the classroom.

7:30 a.m. - 9:00 a.m.	Students spend the morning with theme-related centers
9:00 a.m. - 9:30 a.m.	Circle time, new concepts introduced or reviewed
9:30 a.m. - 10:30 a.m.	Outside time with friends
10:00 a.m. - 10:30 a.m.	Snack time
10:30 a.m. - 11:30 a.m.	Art projects, free play
11:30 a.m. - 12:00 p.m.	Hand washing, and preparing for lunch
12:00 p.m. - 1:00 p.m.	Lunch and clean up
1:00 p.m. - 3:00 p.m.	Nap time
3:00 p.m. - 4:00 p.m.	Outside time and afternoon snack
4:00 p.m. - 4:30 p.m.	Fine motor skills through activities
4:30 p.m. - 5:00 p.m.	Large motor skills through play
5:00 p.m. - 5:30 p.m.	Sensory projects, story time and structured play
5:30 p.m.	Pick up