



Mountain Phoenix Community School
4725 Miller St., Wheat Ridge, CO 80033

Main Office: 303.728.9100 Fax: 303.728.9801

www.MountainPhoenix.org

Table of Contents

Welcome pg.3.....
Vision Statement pg. 3
Our Early Childhood Program pg. 4
The Importance of Rhythm in the Classroom and at Home pg. 4
Positive Discipline in the Early Childhood pg. 5.....
<u>Policies and Procedures</u> pgs. 5-13
Arrival/Dismissal pg. 5
Signing in & out, Before/Aftercare Programs, Children Releases, Tardiness, Absences, Cell Phone Usage pg. 6.....
Independent Toileting, Clothing, Clothing Requests pg.6-7
Health/Illness/COVID Related pg. 8-9.....
Healthy Lunches, Children with Food Allergies, Medication pg. 10.....
Inclement Weather/Outside play, School Closures, Arriving Late for Morning	
Walks/Field Trips pg. 11
Accidents/Incidents/Injuries, In case of Emergency, Emergency Procedures pg. 11-12
Tuition, Payment Policy, CCCAP and Before/Aftercare Programs pg. 12-14
Use of Drug Substance, Cell Phone Usages, Guidelines for Parent Volunteers and Visitors pg. 14-15
When a Child Leaves The Program, Childcare/Facility Complaint, Reporting Child Abuse pg. 15-16
Media, Early Childhood Parent Meetings, Parent Teacher Conferences, Fees pg. 16-17
Information from the Licensing Director pg. 17.....
Learning more about Waldorf Education pg. 17
Recommended Parent Readings pg. 18.....
Helpful Online Resources pg. 18.....

Welcome

Dear Parents/Caregivers,

Each August as the doors of the Early Childhood program open, children, parents and teachers are equally excited. The parents depart with one last goodbye kiss and hug entrusting their little ones to our care. They do not have the opportunity to see how full their child's day is with age-appropriate learning activities. When the parents arrive to collect their children and eagerly question them about the day's events, they are most often answered by dreamy gazes or "Nothing". This can be frustrating for parents but when we realize that the child of this age has a different kind of memory and lives in the wonder of the present moment, it makes perfect sense. Then when your child starts to sing a song or recite a verse in the bathtub or before sleep you get a little glimpse. Sometimes you can find that a simple statement (such as, "It was walk day.") will lead to a gently unfolding tale from your child.

We want to also help build a bridge between home and kindergarten with this booklet. We see it as a springboard for you to ask questions and raise any concerns throughout the school year, for we wish to continually grow together as parents, teachers and children into a true community.

Warmly,
The ECE Faculty

Vision Statement

In the Early Childhood program we strive to be a bridge from home to school, where a deep love of life, learning and wonder is acknowledged and inspired through healthy rhythms, a journey through the seasons and purposeful work. The early childhood years are the foundation for the child's entire education so we strive to give children the social tools, motor movement skills and practical experiences they will need to thrive in an ever changing world by creating opportunities for them to be engineers, cooks, painters, mathematicians and builders. The children are given open ended problems that can be solved many different ways. We create an environment of teamwork, communication and kindness.

Our Waldorf-inspired program is based on a "whole child" approach supported by leading developmental psychologists, neurobiologists, and other leaders in human development and consciousness, such as David Elkind, Joseph Chilton Pierce, Jane Healy, Piaget, and Gesell; and is based on the developmental insights of the young child by Rudolf Steiner. Rather than "teaching" during these early formative years, the teachers strive to model what is good and right, and thus endeavor always to be worthy of a young child's capacity to imitate as the foundation for learning. We foster imagination by offering open-ended play materials to encourage "trying on" the world so that the rich learning experiences inherent in free play are nourished and protected. We also feature high quality art materials, to help the child develop an artistic capacity and a sense of beauty. Our program gives all children a safe and nurturing place to grow and learn. Through daily, weekly, monthly and yearly rhythms we give the children a predictable yet flowing experience so they will be ripe and fully ready for their later years of education. At MPCS, we protect childhood, nurture the children, and recognize the unique individuality of each child in our care. We teach to the head, the heart and the hands with love.

Our Early Childhood Program

Our early childhood program is based on an understanding of child development between birth and age seven who develops and learns through imitation. We strive to create a home-like environment filled with artistic activity, "daily life" experiences, and play using simple wooden toys and basic play materials. These activities support their physical, emotional, social and cognitive development.

We nurture a love and joy for nature, the unfolding seasons, hands-on work endeavors, and the beauty of color, music, language and movement in the children. Allowing the children's imagination and creativity to develop in early childhood education creates a foundation for academics and strengthens their innate desire to learn.

The teachers work with attention to beauty and detail. We consciously choose the items in the room, the activities with which the children are engaged, and the stories and circle time activities that will promote the children's healthy development. There is keen observation of each child as he or she grows, so that we can provide each of them with what they individually need to support that development.

The Importance of Rhythm in the Classroom and at Home

Young children are carried along by the rhythms of the world they live in, from the rhythms of breathing in their bodies to the daily rhythm of sleeping and waking to the yearly cycle of the seasons. Our view is that children flourish when their daily activities reflect the natural order of life with a rhythmic arrangement of the day. This provides them with a necessary sense of security and trust and good hygienic, social and work habits. It is a key to sorting out and even preventing all manner of disciplinary situations. In fact, recent scientific research shows that such repetition helps the development of neurological pathways in the brain.

Our daily activities flow with a sense of "breathing out" to "breathing in". We "breathe in" together during circle, snack, story, artistic activity, lunch and rest times. The children "breathe out" during play times which form the central part of our program and which allow the children to imaginatively and actively explore the world in which they live through building, pretend, movement and games.

The full day program includes lunch, rest/nap, and then an extended play time with practical life activities available for the children to help with such as clean up and snack preparations for the next day.

All transitions between activities are graced with song as the teacher creates a rhythm of active and quiet experiences. Activities such as watercolor painting, coloring, beeswax modeling, puppet play, finger knitting, sewing, housekeeping, cooking, baking, gardening and gift making are shared during the play/work periods on a weekly basis.

Just as children are carried along by the school day's rhythms, so too are they nourished by regular rhythms at home. Although it may be challenging to establish set mealtimes and bedtimes, we strongly support you in such a commitment. It is so healthy for young children to go to bed at the same time every night. We recommend that bedtime for children under seven to be 7:00-7:30 pm.

Positive Discipline in the Early Childhood

Discipline is approached with loving firmness and respect in our early childhood classrooms. We leave the children free in their work and play as much as possible. This supports the development of their will capacities and allows them to develop essential social skills. The guiding impulse is that the children imitate the example of the teachers and thus learn to work and play harmoniously. Where direct discipline is needed, we usually redirect the children by taking them by the hand with care and guiding them to alternate play or to help the teacher. The teacher models appropriate speech and gestures as an example for the children and guides them towards doing the same.

When there is a safety issue, either physical or emotional, the teachers intervene. Hurtful words and actions are not tolerated. First the person hurt or the object damaged is attended to with care, attention and compassion. Second, the child exhibiting the inappropriate behavior is attended to with care. Focus is put on the hands or the feet or the object that caused the hurt or did the damage. For example, the teacher may say, "Hands are for working and playing" as the teacher gently rubs the child's hands. In some cases the teacher will need to say to a child individually and firmly, "No, we do not hit (kick, hurt, bite, etc. . .)."

We strive to have consequences fit the action or behavior. For example, if a child colors with a crayon on the wall, the teacher says, "We color on paper" while bringing two sponges for the child and teacher to clean the mark off together.

For more information on our discipline, speak to your child's teacher or with the Director of Education.

Policies and Procedures

Arrival

The morning greeting and opening circle are integral parts of the day. Tardiness breaks this early morning routine for the children and does not allow them the needed time to transition from the drive to school to integrating with their classmates.

Our day begins promptly at 8:00 for Kinder and at 8:30 for Preschool. Your class teacher will provide further information regarding your class rhythm and morning drop-off. Teachers cannot look after the children prior to 8:30 unless checked into Before School Care. Please park in the lot or on the street and always escort your child to his or her classroom. You, or whomever is dropping off your child, must sign in and out each day.

Dismissal

Please park and walk in to meet your child where each teacher indicates for pickups. We have two programs that end at different times of the day. For Preschool, our morning half day children will be dismissed at 12:15 daily M-F. If they are not picked up by 12:20, they will be walked to the office with a cost of charge (please visit tuition and payment policy). For our full day Preschool Program, we end at 3:15 M-TH. On Fridays, the full day preschool program ends at 1:15. For our Kindergarten program, they will be dismissed at 3:15 M-TH. On Fridays, the Kindergarten program will end at 1:30. If a full day child is not picked up by their dismissal time, they will be signed into after care with a cost of charge.

Prompt pick up is requested at all times. If you are held up, please notify your child's teacher immediately so arrangements can be made. The park across the street is available for play, please do not stay on campus after drop-off or pick-up to respect any school activities.

Signing in and Out

All children must be signed-in and signed-out on a daily basis with a readable signature. A time of arrival and dismissal must also be written clearly. In order for us to be in compliance with the state licensing requirements by CDHS, each parent/guardian must follow these steps. Our teachers use this form as a tool to keep track of the children throughout the day and in case of an emergency situation.

Children Releases

For children pick-up, they may only be allowed to go home with those who are listed on your child's vital card or on the permissions and waivers form. If there is someone that is not listed, you need to add his or her name on these forms and let your child's teacher know. You may also notify our front office as well. In case of an emergency, the child will be released to those who are on their emergency contact/pick up list. If no one on the emergency contact list picks up, you can verbally give the school permission to have someone else pick up your child **only** in the event of an emergency. No child will be picked up by anyone under the age of 18 years old.

Tardiness

If you arrive after 8:45 a.m. please walk your child to the office to obtain a tardy slip, then a staff member will escort your child to their classroom. Your child may not enter the classroom without a tardy slip.

Absences

Please communicate all absences with your teacher no later than 8:45am. If your child is in Kindergarten, you also need to call the attendance line. Our school attendance policy can be found here:

<http://www.mountainphoenix.org/wp-content/uploads/2016/02/Student-Attendance-Policy.pdf>

Independent Toileting

Before entering our Early Childhood Program at Mountain Phoenix, we require all enrolled children to be potty trained. Each child should be independent when it comes to toileting and are aware of when it is time for them to use the restroom on their own. If a child has an accident, the Lead/Assistant will hand out a new pair of clothes for the child to put on themselves. There will be no individual wiping for the child if they have an accident, they will have to wipe on their own. The only need for a Lead/Assistant to step in is when absolutely necessary.

If your child has frequent accidents daily within the first two weeks of school, there will be a meeting held with the Teacher and Director of Education to form a plan. If no progress has shown, your child will be asked to come back to school when they are ready.

Clothing

Our Early Childhood Education program is a rich learning environment which promotes healthy development and inspires an appreciation for beauty. We strive to have the children working and playing freely without distractions. We ask for your support in the following clothing guidelines that reflect these intentions. Our overall guideline is that school clothing, slippers, outerwear, backpacks, water bottles and lunch sacks be free of media and negative commercial images (non-distracting).

Further information about our dress code can be found with the MPCS Dress Code here:

<https://www.mountainphoenix.org/wp-content/uploads/2021/09/MPCS-Student-Parent-Handbook-9.29.20-FINAL-2-School-Hours-Updated.pdf>

Clothing Requests

We all know how children love to create, build, cook and play, play, play! In the Early Childhood program we go outside every day, allowing the children to experience all the seasonal changes in nature. Their clothes often get muddy or wet. A change of clothing midway through the kindergarten day is not uncommon. Please check your child's extra clothing bag often and exchange them regularly if needed.

Helpful suggestions:

- Sturdy and simple clothing for active play that they can take on and off themselves
- Simple Shirts and blouses, hoodies and jackets
- Sun hat or cap- simple and plain
- Rain boots and raincoat with hood since we play outside daily, rain and shine
- Layers for comfort inside and outside. Physical warmth is essential to the healthy development of the child. We often have cool mornings and warm afternoons in Colorado, thus layers are important.
- Winter Clothing should include a warm hat, mittens or gloves, warm socks and snow pants or other waterproof outer layers when snow is on the ground.
- Label all clothing, jackets, hoodies, and sweaters with first and last name
- Outside Shoes: closed toe and sturdy shoes that your child can put on himself or herself. Please no crocs, cowboy boots, slip-on party shoes, flip-flops, no high-heels, flashing lights or media characters.
- Girls must wear shorts or leggings under skirts and dresses (for them to freely climb and move)
- **"Just In Case"** clothes- One set labelled and placed in a resealable plastic bag. Please include two pairs of underwear, one seasonally appropriate shirt, two pairs of pants and two pairs of socks.

Health, Illness and COVID Related

We seek to provide an environment which promotes healthy activity for your child which entails getting their hands dirty and sharing toys. We also have the children wash hands regularly, and we discourage sharing food or placing toys in the mouth. The lively kindergarten is not a soothing environment for a sick or recovering child.

In order to help maintain a healthy environment for everyone including staff, we ask that you take any signs of illness seriously. Children should not attend school (and will be sent home) who are ill with fever, diarrhea, vomiting,

green-runny nose, persistent cough, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.). If you have any doubts about your child's health, please check-in with our clinic aide at 303-728-9100 to be sure they may attend. If your child appears to be sick, lethargic (not themselves) or has any of the symptoms above while at school, we will notify the parent or guardian immediately, it is necessary that the child be PICKED UP within 60 minutes of notification. If no contact has been made from the parent or anyone on the emergency contact within 15/20 minutes of the call, CPS will be notified. Your child will be permitted to return when his/her/temperature is normal for 24 hours without aid of fever-reducing medication. If your child comes to school while on any **fever-reducing meds**, we will call you to come pick up your child immediately. Depending on the prescribed medications and antibiotics, your child may return to school. Please check in with our clinic aide. A doctor's note may be needed that your child can return to school because they are no longer contagious.

If you are unsure whether or not your child is well please refer to these guidelines recommended by the Colorado Department of Public Health and Environment:

<https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDClkF/view>

Pre-Screening and Contact Tracing

At this time, Mountain Phoenix will not perform or ask any pre-screening health questions. We will also no longer be doing contact tracing. However, please keep your children home if they are experiencing any of the following symptoms:

- New or worsening cough
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- Fever of 100.4 or greater
- Sore throat
- Runny nose or congestion
- Muscle or body aches
- Headache
- Fatigue
- Nausea/Vomiting or Diarrhea

If your child has any of the above symptoms, please keep them home until symptoms have resolved for at least 24 to 48 hrs (refer to Return to Learn Guidance if needed on the next page) . If you have any questions or concerns about your child's health, please contact their medical health provider.

Masks and COVID Related

As of February 14, 2022, Mountain Phoenix is no longer requiring children or staff to wear masks inside classroom spaces per the Public Health Order issued by Jefferson County Public Health Department. We will continue to support those who choose to wear a mask on campus. As always, our school and classrooms will continue to provide a safe and welcoming environment for all students and staff and we greatly appreciate the support of all our community members fostering an inclusive and accepting mindset towards each family's choice.

For a child showing COVID-19 symptoms (fever, cough, running nose, shortness of breath, other) at school, we will bring them to a safer isolated area. This will help with less exposure to the other children and teachers in the classroom. Our clinic aide will continue to notify our Health Department regarding any positive cases and continue

to update our school community. However, we will no longer track active cases or cases cleared to return to school, send out quarantine notices or have classroom quarantine closures. The only need for a classroom to **close** is when we are unable to staff it or under extenuating circumstances. Please please reach out if you or anyone you know who may be interested to sub as this will help keep our classrooms afloat. If there is a positive case of COVID-19 in a child or staff member, we will continue to follow the “Return to Learn” guidance.

Review the Return to Learn Guidance document here:

<https://drive.google.com/file/d/1nhgGibakyAJY3XJ2TW44sw7btXXqISBR/view>.

*Please note- **All positive cases with students or in the household need to be reported to the health aide.** If you or your child has had close contact (as defined by the CDC) with an individual who has tested positive for Covid-19 we ask that your child remain at home. We strongly encourage any guardian or caregiver who is displaying symptoms of Covid-19 to stay home. We understand that not every household may have this option, however if we work together and stay diligent we can do our part to help stop the spread of Covid-19.

As always, Mountain Phoenix will work with the direction of Jefferson County Public Health, the Colorado Department of Health and Environment, and our consulting nurse from Children’s Hospital. Mountain Phoenix will follow the Jeffco Health Department and CDPHE regarding any school recommendations if necessary.

Here is the link for more information regarding other CDPHE guidelines:

https://p12cdn4static.sharpschool.com/UserFiles/Servers/Server_627881/File/Jeffco%20PS/News/2021/COVID-Pro tocols-Operations-Guide-Fall2021-Families.pdf

Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive in the classroom, they will wash their hands with soap and water for at least 20 seconds. Hands will be washed at frequent intervals throughout the day. Hand sanitizer will be used for classes with ages 3 and up only when soap and water is not available.

2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child’s mouth will be disinfected as always. All surfaces (including cubbies) and toys will be sprayed prior to leaving the room throughout the day.

Healthy Lunches

In order for the child to maintain a healthy lifestyle, we encourage parents to provide packed lunches that give a good balance. This includes proper nutrition meals that meet the child’s brain and body growth. We do not have the facilities to keep each child’s school lunch warm or refrigerate. Please be sure to use ice packs or a thermos container to keep your child’s lunch warm if needed. Some of the food items that are not acceptable in school lunches are chocolate, candy, soda pop, juice, foods high in sugar or caffeine. If these items are found, they will be put away for the child to eat at home and parents will be contacted. Fruit snacks, fig bars and fruit strips should be limited to one total, a child shouldn’t enable an extreme amount of sugar before rest. If a child forgets their lunch, a

rice cake with sun butter will be provided along with raisins/or cranberries. Parents will be notified if there is a concern with packed lunches at the beginning of the school year.

Here is a helpful resource on Food and Nutrition:

http://www.waldorflibrary.org/images/stories/articles/WJP3_kuhne.pdf

Children with Food Allergies

If your child is allergic, please reach out to Joy Wegs at jweggs@jeffcoschools.us. We will create a plan for your child so that you can provide a safe and similar alternative snack, i.e. a bread alternative on bread day. Please include pertinent allergy and all medication information on your child's vital card form. Always communicate with any updates pertaining to old/new allergies to your child's teacher and with our school clinic.

Medication

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Medical Health Form. Medications for maintenance will be administered throughout the day as required by your child's teacher. These meds will be kept in your child's classroom in the Pink Go Bag and placed only for the teachers/staff reach. All medications must be given to the Clinic Aid first as required paperwork must be filled. There will be a medication log for the teacher/staff to fill out based on the child's meds and symptoms. Children will be given their medication according to the prescription specifications only.

Inclement Weather/Outside play

If it is Sunny, Raining or Snowing, our children still go outside and play on a daily basis. However, outside play time may be limited depending on the weather temperatures and wind chill factors that are provided by our State Licensing Department (see below). No matter if it is hot or cold, children need to be dressed appropriately for attending school. For hot temperatures, children are always encouraged to drink water, wear a sunhat and stay under shaded areas. When sunscreen is necessary, YOU will apply before school and teachers if needed will reapply for afternoon play. On cold days, children will stay bundled and remove layers only when told by the teacher if necessary. We will take breaks and go on short 10 minute walks when the temperatures are much colder. Children are our first safety and we will continue to monitor and check-in with each child as the temperatures drop. Your child's teacher will know when the appropriate time is to go outside and for how long based on the outside temperatures. If a teacher or staff member is uncertain about the outside temperatures, they will reach out to the office or one of the Director's for reassurance.

Here is the link with the guidelines we follow provided by our State Licensing Department.

<https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>

School Closures

At Mountain Phoenix, we follow the Jefferson County school district when it comes to storm/snow days, road

conditions and delays. You will receive an automated voice call and email by the district early that morning notifying if school will be closed or delayed. Please check our school website for immediate updates. Make sure your contact information is updated in the Jeffco Connect System.

School Website: <http://www.mountainphoenix.org/>

Jefferson County Website: <http://www.jeffcopublicschools.org/closures/index.html>

Creek Walks/ Field trips/ Special Activities

During all creek walks and special activities, we will ensure all ECE children will have the proper staff-to-child ratios maintained like we do in our classrooms. Please speak to your child's teacher if you are needed on those walks. If your child is late to school on Morning walks, you are responsible to drive or walk your child to the designated area. Before your child can join his/her class, you must check them in with the office and receive a tardy slip. The front office will know if your child's classroom is out on their walk that day.

For those carpooling on a field trip, notify your child's teacher if you are running late or unable to attend last minute so arrangements can be made. If your child is not attending the field trip please let your teacher know out of courtesy. ***Please note no adult supervision will be present at school if you choose to not take your child on the field trip.**

Accidents/Incidents/Injuries

All children will have some bumps, bruises and scrapes from their enjoyment of playing at school. If a child is extremely hurt, a parent will be notified immediately and be asked to pick up their child. There will be an incident form filled out by the teacher for parents to sign. If an incident occurred by the child(ren), parents will be contacted immediately and a meeting will be scheduled during pickup.

For any injury that seeks medical attention, it is required for the school to contact CDHS with an injury report. If you decide to take your child to the doctor that night or next day, please report the visit to your child's teacher and the Licensing Director immediately. The school has 24 hrs. to make an injury report. After the report has been made, state licensing will come out for a visit to talk with the child's teacher and any witnesses during the event.

In Case of Emergency/Disaster arise

If there were ever an emergency at the school, you will be notified by the number being provided on the sign-in and sign-out sheet. It is highly recommended you write down a number you can be reached and let your child's teacher know if there are any schedule changes. For any reason the school goes on a lockdown/lockout/evacuation, you will be contacted and informed when/where to pick up your child by the teacher or administration once the police gives us the go. **It is extremely important all health forms, vital cards and emergency forms are completely filled out in case a situation ever occurred.**

Emergency Procedures in Case of Lost Child, Fire, Tornado, Active Shooter

At Mountain Phoenix, we perform monthly drills so the children can be familiarized with any emergency procedures

that are followed. Each teacher during a drill or in a real situation will carry the Pink go bag (including the sign-in and sign-out sheet) which has all the children's vital information including allergies, parent/guardian contact, doctors and health info. There is also a first aid kit inside the bag and emergency meds for those assigned to. In case of a tornado, the children will be escorted to the basement located underneath the main office building. The children will stay until it is safe to go back into their classrooms. Each classroom has an emergency exit in case there is a fire. The whole school campus has a designated area where everyone meets and stays until the fire is cleared. No children will return to their classroom until the firefighters let us know it is safe.

If the school goes on a lockdown due to an active shooter on site, the whole student body will remain inside with locked doors and go to their assigned hideout areas. Each classroom has their own hiding spot where they should not be seen. Once the Police have come and done a safe sweep, the children will come out. The parent or guardian will be notified immediately by your child's teacher or school administration.

If a child is lost, teachers will double check their classroom and surrounding area. The Director OF Operations, Office Manager and Maintenance Manager will be notified immediately and will do a search on the whole school ground and parks nearby. After these steps have been properly taken, it is up to the Director OF Operations if a call to the Police will be the next step. The parent/guardian will be notified immediately after the appropriate steps have been completed.

Emergency Protocol for Children with Special Needs

At Mountain Phoenix, we will do our best to accommodate every child's needs during any type of real life event. For additional care, the family will meet with our Directors and child's teacher to form a plan in case an emergency occurs. Individual plans will be in the classroom go bag that is carried by the lead. This plan will be made at the beginning of each school year and updated annually if needed. Each classroom will have access to a wagon in case it is needed during any type of emergency evacuation.

Tuition and Payment Policy

School tuition is due the first day of the month. You may pay tuition online through Jeffco Connect, over the phone or in person with Ms. Suzy in the main office. Payment forms can be done with a check, card or cash (please have exact amount if possible). If no payment has been made by the 4th, a personal outreach will be made by administration. There is a \$20 late fee for payment received after the 10th of the month that will be added to your account. Your child will not be able to return to school if payments are 30 days late, you will be notified immediately. Weekly and Monthly tuition reminders will be sent through parent square. It is every family's responsibility to make their payments on time. For those falling behind, we ask for that contact to be made directly with our Business Manager Ms. Dee at droy@jeffco.k12.co.us.

All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), emergency-related closings mandated by the state/local government/DenverHumanServices, like a pandemic.

Preschool Tuition

5 Full days: Monday – Thursday: 8:30 a.m. to 3:15 p.m. \$900 (10 months)
Friday: 8:30 a.m. to 1:15 p.m.

5 Half Days: Monday – Friday: 8:30 a.m. to 12:15 p.m.	\$600 (10 months)
M/W/F: Full Days	\$600 (10 months)
T/TH: Full Days	\$450 (10 months)
Materials Fees:	\$385

Kindergarten Tuition

5 Full Days: Monday - Friday: 8:00 to 1:30 p.m.	No Charge/State Funded
Napping House After Care: Monday – Thursday: 1:30 to 3:15 p.m.	(\$750 semester, 10 months)
Materials Fees	\$385

Late Pickup Fee

For half-day children dismissal, if your child is not picked up by 12:20, a \$5 late fee will be added to your account.

CCCAP Colorado Child Care Assistance Program

Mountain Phoenix accepts CCCAP for those families with Preschool students. The Colorado Child Care Assistance Program provides childcare assistance to families who are working, searching for employment, or are in training. This also pertains to families who are enrolled in the Colorado Works program.

When Applying for CCCAP!

When applying for CCCAP, you may apply online or in person at your assigned facility. You will be asked what our schools License Number on your application is, it is **#1609502**. At this time, we are currently setup with Jefferson County. If you live in a different county when applying, Mountain Phoenix will be notified and given a timeline to send in the required documents. The setup process can take up to 6 months. In addition, Mountain Phoenix is not responsible for your eligibility that is up to Jefferson County or the County of your residence.

The application process can take between **45 to 60 DAYS** depending if you apply in person or online. This also includes any additional verification that is needed from you by your caseworker. If **verification** is needed, you have up to **15 DAYS** to submit. If you have missed the 15 day deadline, you may have to reapply. It is imperative you stay informed with all communication that is received from the assigned caseworker to proceed with the next steps. We wouldn't want to have you start all over with the application process again which would be no FUN!

We ask for you to reach out to your child's school and verify what payments are needed if necessary, before the application process. Since it takes time to find out if you qualify, we want you to be aware a payment could be made. Once you have been accepted for CCCAP, you will receive a welcome email from the Colorado Department of Human Services for the Attendance Tracking System (ATS) requesting to set up a PIN. The link to set up your PIN will expire after 24 hrs. In addition to using the ATS, you must sign in and out your children daily to avoid additional costs to your family and so Mountain Phoenix can get paid. To access the ATS during school hours, you will log-in and out on the computer provided in our Eurythmy room. For other questions regarding CCCAP and the Attendance Tracking System, please reach out to Ashley Bernier for any questions at ashley.bernier@jeffco.k12.co.us.

We hope this information is helpful for you and your family of what is expected during the application process, visit below for more information!

Please click the following links:

Jefferson County

This link is for applying and for contact information:

<https://www.jeffco.us/2495/Child-Care-Assistance>.

This link is the application packet with eligibility requirements and more:

<https://www.jeffco.us/DocumentCenter/View/18844/CCAP-Application-Packet---English?bidId=>

Before and After Care Programs

MPCS serves the families of our community by offering quality, age-appropriate care that is consistent with the principles of Waldorf education. You may click the following link for more information on our Before/Aftercare program here: <https://www.mountainphoenix.org/curriculum/beforeandaftercare/>. You may also reach out to Stephanie O’Friel our Before/Aftercare Coordinator at sofriel@jeffcoschools.us.

Use of Drug Substance

At any time a parent or family member volunteers on school grounds, in a classroom or chaperones a field trip, there should be no use of **ANY** substance allowed. This entitles any form of legal drugs, alcohol and tobacco. If a parent or teacher sees another adult intake any of these substances, you will no longer be able to participate in your child’s activity and will be asked to leave. If you are chaperoning a field trip and responsible for other children, their parents will be called immediately. We are entitled to make sure each child is safe while under other adult supervision. We expect for all families to follow these rules and respect Mountain Phoenix Community School.

Cell Phone Usage on Campus

Please be present with your child when on campus and limit interaction with your phone. We respectfully ask that there be no cell phone usage on campus at arrival and dismissal times to allow you to be attentive to your child. We also request that adults refrain from cell phone use in the play yard and on nature walks, and to step away from the children if a call needs to be taken. Teachers carry their phones only for emergencies and necessary communications.

Visitors and Volunteers

We highly encourage parents to get involved in our school community in any way, whether it is raking sand in the sandbox to sewing some curtains for the classroom. There are also other ways for involvement in assisting at festivals, fundraising events, plays, staff parties, staff meetings, or helping maintain our school campus with a fresh pot of flowers. All **Visitors** and **Volunteers** are required to sign-in and sign-out in the main office through our computer system. Then you are to obtain a visitor or volunteer badge to identify who you are while on campus. This protocol is per state licensing policies and procedures to ensure the safety and protection of the children. It also lets us know who is on campus. By using our computer system, this helps determine how many hours you have and are needing still.

All confidentiality volunteer forms will be signed at the beginning of each school year during school registration. If you would like more information you can contact the Volunteer Coordinator or look on the school website.

Helpful Guidelines for Parent Volunteers

First of all we want to thank you for giving your time, care and energy to our classes! Secondly, since MPCs can be quite different from other Early Childhood programs, we want to share some background information and practical tips to help you with your work before you begin.

We strive as teachers to be role models, worthy of the children's imitation at all times. During inside playtime for example, we are modeling joy in our tasks and beauty in how we carry them out. We also give guidance and support for the children's healthy social interaction while keeping busy with our tasks and work activities with some of the children. We do this by exuding an air of protective authority over the whole class.

We only intervene with those playing if a child becomes too aggressive or bothersome to others or a disagreement needs our help to be resolved. The teachers will do most of the redirecting. If you see a child is having a difficulty, please call a teacher over to help.

We ask that you turn off your cell phone when volunteering in class or on our walk day. If you need to make a call when with us, please step outside the classroom or away from the children at the park.

Young children are students of life; they are learning many basic social skills, such as table manners, how to listen and follow directions, and how to play with others. They need many gentle reminders along the way to reach the next threshold of their development. Sometimes children move along smoothly and at other times they may knock into others and trip along the path. Please remember that whatever you observe in class is a privilege and an honor that the children give us. We ask that you only share positive observations with others after your visit. If you have questions or concerns with anything you observe, please speak directly to us. It is not considered positive school culture to discuss other people's children with other parents. It is possible not to understand the challenges faced by different children and families. As a school, we care about the culture of the classroom and commit effort to dealing with difficult situations directly with the parents of a child having problems in the class.

When a Child Leaves the Program

If a family wishes to remove their child from the program, you must provide a 30 day notice to relinquish your child's spot in our program. In the event that no replacement is found, the tuition obligation remains. This is written in your Early Childhood Contract and can be referenced if needed.

Childcare/Facility Complaint

At Mountain Phoenix, we want all of our families to be happy and trust us with the care of your child. If a parent or guardian have any concerns pertaining to their child's needs, we ask that you talk about it to your child's teacher first. It is important for each family to have that open and honest communication with their child's teacher. If nothing has changed, you may contact the Director of Education and a meeting will be held.

Our Early Childhood Program is licensed by the Colorado Department of Human Services and department of excise and licenses. Each school year, we have a visit by the state and health inspector who indicates we have met the licensing standards. If you want to make a complaint pertaining to your child's care provider, you may call the Colorado Division of Childcare at 303-866-5989. If you want to make a complaint regarding your child's health and sanitation issues, you may call The Denver Department of Environmental Health, Childcare/Health Facilities at

720-865-5394.

All reports of inspection are available upon request in the ECE office.

Reporting Child Abuse

All teachers and staff working closely with children, have taken the required mandatory reporter training. Each staff member is aware they are to report any suspected incidents of child abuse to the Colorado Department of Human Services as required by law. Every licensed child care center are required to report any suspected physical, emotional, or sexual abuse if any on the child during their care. It is our job to make sure the child's safety and well-being is first. All calls will remain confidential if one is reporting the abuse. You may contact the Child Abuse Hotline at: Statewide 1-844-264-5437 and Denver 720-944-3000

Media Policy

The philosophy of our early childhood program is based upon an understanding of the developing child's needs. While television and other media can serve as a source of information and entertainment for adults, children do not process information in the same way as adults.

Since young children learn primarily through imitation, the strong influence media has upon them is quite visible. The most alarming concern may be the dimming effect it has on a child's imagination. Imagination provides the foundation for learning and growth, but it has been found that when a child views media a variety of outcomes can occur. The child may get "stuck" in creative play, unable to play anything but a superhero, transformer or television character. Some children seem to 'lose' their imaginative abilities and cannot think of anything to play or cannot sit still while a story is being told. Story time becomes a distressing time instead of a time of wonderment and delight. A child may speak in the tone of a certain character or machine, where speech is reduced to the sound of mechanical noises. There are other noticeable effects of media on children as well, such as uneasiness and lack of attention span or perseverance.

Because we believe that the impact of electronic media has detrimental effects on a child's healthy growth and development, we encourage families to incorporate our media free philosophy into their children's daily lives. To that end, we expect that our families significantly reduce or eliminate the use of media with their young children. This includes:

- Television, videos, movies
- Video games, computer games, phone apps
- iPods, CD players, and radio

We realize that limiting or eliminating media from your child's life might feel like a tall order. However, we have found that with support and reassurance, families find that additional free time means more creative and quality time together.

Toys

We ask that children do not bring toys from home. If your child needs a bridge between home and school, a toy could journey in the car and be waiting for the child at the end of the school day. If a child does bring a toy to school, we will have the toy "rest" in the child's cubby or in the kitchen and then go home at the end of the day.

Nap time soft toys only come out at that time, and should provide a calm and gentle influence. If you have any questions, please speak to your child's teacher.

Early Childhood Parent Meetings

A series of parent meetings are scheduled throughout the year for parents only. They offer parents the opportunity to learn more about Waldorf education and parenting the young child, and also help to strengthen our nurturing community of parents and teachers. We ask that at least one parent per family attend these meetings. Your child's teacher will inform you of the dates.

Parent Teacher Conferences

The early childhood teachers hold regularly scheduled conferences with you so that we can share your child's progress at home and at school with each other. The conference times can be found on the school calendar. If alternative conference times are needed, please speak with your teacher.

Information from the Licensing Director

The Early Childhood Program at Mountain Phoenix Community School prides itself on being a welcoming, fun and high quality program; we closely follow the rules and regulations set forth by the State of Colorado. The rules and regulations are created in order to maintain a safe environment for the children in our care.

We are required by law to report certain illnesses to the Department of Health. These illnesses include measles, mumps, chicken pox or any other contagious diseases. After I make this report, you may receive a phone call from the Department of Health. We are required by law to report any injury resulting in medical attention. These incidents get reported to the Division of Early Care and Learning and specifically to our licensing agent.

Licensing also requires us to maintain full complete records for every child **returning** and **new**. These records include updated yearly physicals, updated immunizations or the waiver of immunizations. If the parent doesn't provide a copy of their child's updated physical and immunizations by the first day of school, Mountain Phoenix has the right to give away your child's spot due per Colorado Rules and Regulations. There will be a vital card form that all families will provide information with your child's doctor, dentist and hospital information. We also require full information of emergency contacts and any person who is able to pick up your child on that form. Please be aware that we require identification of any new person picking up your child and we must know in advance.

Physical aggression (including biting, punching, kicking, slapping, etc.) toward a student or a teacher is not appropriate at school. The first time a child participates in this behavior, the child will be removed from class and sent to the Directors. The second time will result in a phone call and pick up, the final will result in a mandatory meeting with the teacher, child's parents/guardian and Directors.

Learning more about Waldorf Education

Parents and educators alike regard children with wonder and interest. What is the true nature of the child? There is a wealth of pertinent books available through various bookstores and small publishing companies that can help us come to a clearer understanding of our children. We would be happy to direct you.

Additionally, the Early Childhood program has parent meetings and events throughout the year during which the teachers will share aspects of child development and Waldorf education. Please check the school website for a current list of offerings.

Recommended Parent Readings

The following is a list of books which we feel would be of special interests to parents of young children.

- In a Nutshell: Dialogues with Parents at Acorn Hill, Nancy Foster
- Beyond the Rainbow Bridge, Barbara Patterson and Pamela Bradley
- You Are Your Child's First Teacher, Rahima Baldwin
- Lifeways, Gundrum Davy and Bon Voors
- Endangered Minds and Failure to Connect, Jane Healy
- The Hurried Child, David Elkind
- The Children's Year, Cooper, Fynes-Clinton and Rowling
- Teaching as a Lively Art, Marjorie Spock
- The Way of a Child, A.C. Harwood
- Festivals, Family and Food, Carey and Large

Helpful Online Resources

Here is a list of some resources that can continue to help you and your child learn the Waldorf Philosophy.

- www.waldorflibrary.org
- www.waldorfresearchinstitute.org
- www.waldorfeducation.org
- www.millennialchild.com
- www.santafewaldorf.org/parent-resources
- www.openwaldorf.com
- www.greatschools.org/gk/articles/waldorf-school
- <https://sites.google.com/site/waldorfwatch/our-experience>