

2026-2027

Parent Handbook

(Please keep this section to refer to throughout the school year)



Kremmling Preschool

715 Kinsey Avenue

P.O. Box 636

Kremmling, CO 80459

(970) 724-9483

www.kremmlingpreschool.org

Kremmling Preschool Schedule

3/4yo Multi-Age Half Day Program: 7:45 a.m. – 11:35 a.m.

Late fee begins at 11:36

*We open our classroom doors 5 minutes before the morning bell rings for West Grand students to allow preschool parents and children a more 'traffic free' transition.

3/4yo Multi-Age Full Day Program: 7:45 a.m. - 3:50 p.m.

Late fee begins at 3:51

*Preschool ends 5 minutes before the dismissal bell for West Grand students to allow preschool parents and children a more 'traffic free' transition.

4yo Pre-K Full Day Program: 7:45 a.m. - 3:50 p.m.

Late fee begins at 3:51

*We open our classroom doors 5 minutes before the morning bell rings for West Grand students and 5 minutes before the dismissal bell to allow preschool parents and children a more 'traffic free' transition.

The first day of school is on Monday, August 31, 2026 You will find a copy of our school calendar at the back of this handbook or you may download a copy from our website (www.kremmlingpreschool.org) as it is different than the school district's calendar.

3/4yo Multi-Age Half & Full Day Program for three-year-old's is Monday, Tuesday, Wednesday, and Thursday mornings. Children may enroll for two, three, or four days each week. ***Days may be limited depending upon enrollment demand.*** Children must be three (3) on or before September 1st to enroll in this class. No exceptions.

Full Day Extended Class Session for pre-kindergarten children is Monday through Thursday. Children must be four (4) on or before September 1st. No exceptions.

****Reminder: A \$25 charge will be assessed for minutes one through fifteen that you are late picking your child up from preschool and \$10 for each additional five minutes after that each and every time you are late. These late charges will be added to your next tuition statement. Your child will not be allowed to return to preschool if these late charges are not paid on your next tuition statement. The Preschool may waive the fee, in its sole discretion. Please check the start and end times at the top of this page for your child's preschool session.**

About the Kremmling Preschool

Philosophy:

The Kremmling Preschool provides young children with a quality preschool program that emphasizes cognitive, emotional, and physical development. Each child is an individual to be treated with respect. The Staff believe that continual encouragement, a nurturing environment, positive communications, and the teaching of self-help skills, are essential to promote a positive self-image for every child.

Children learn best through **play**. Socialization for children is an on-going process. The Staff's primary concern is the health, safety, and positive growth of all children in its care. At the Preschool, children grow and develop physically, emotionally, and cognitively in a fun, developmentally appropriate way.

History:

The Kremmling Preschool was organized in 1973 by a group of concerned parents wishing to establish a community service giving good preschool care. In 1983, the Preschool moved from its original site at the Trinity Episcopal Church, to a rented site in downtown Kremmling. This "temporary" site lasted for 16 years! After several years of fundraising, the Preschool Board, Staff, and parents were able to raise enough funds, along with generous local contributions, to build a new facility. With a huge volunteer and paid team, the building was completed in early 2001. In February of 2001, the Preschool made its move to the location behind the old West Grand Elementary School. In 2007, the decision was made to move into the new PK-8 Elementary and Middle School building located behind the old elementary school site. The 2008-2009 school year was the Preschool's first year of operation in the new school. Overall, the Preschool has sought to maintain a private, non-profit status, with high-quality educational experiences for all children ages three to six, including those with disabilities. In 1994, the Preschool Staff and Board added the name Creative Discoveries, which the Preschool sponsors. They felt it was important to share their goal statement in this way, because this is exactly what is happening inside the doors! You will, however, find only the name Kremmling Preschool in the local phone book.

Organization:

This organization is a private, non-profit corporation owned by parents, governed by a Board of Directors comprised of parents and community members. All funds raised by the Preschool are used for operating expenses, to make improvements in the program, or to purchase equipment.

The Board meets once a month at 4:30pm typically on the second Monday of each month. The Board is responsible for determining the Preschool's operational policies and for instructing the Director in the implementation of policy decisions. Parents are always welcome at the Preschool and are encouraged to attend the monthly Board meetings.

Admission:

The Preschool accepts children on a first come, first served basis. There will be a waiting list if all of the allowed spaces are filled. The Preschool accepts children ages three to six. Three-year-olds must have turned three on or before September 1st, and pre-kindergartners must have turned four on or before September 1st. All children must be toilet-trained, with the exception of those whose special needs lie in the area of toileting. Preschool rates are charged by the month.

"No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." (See 601 Civil Rights Act 1964) In addition, children with emotional, mental, or physical disabilities will be admitted for a trial period to determine whether the Preschool can adequately meet their needs. The Preschool is equipped for mild disabilities and works diligently to meet the needs of all preschool children. The Preschool works jointly with the West Grand School District in providing services for special needs preschoolers. Should your

child have eyeglasses, hearing aids, prosthetic devices, etc., please communicate this to Staff upon registration.

Arrival and Departure:

The State of Colorado licensing regulations requires that preschoolers must be accompanied by an adult into the building each day. **You must sign your name and time of arrival on the attendance chart.** This is very important for a variety of reasons, including “roll call” during emergency situations (Fire/Emergency Drills – it is the only way of checking to make sure that everyone is out of the building). You must also sign your child out at the end of each session. Please include the time, as this is a matter of liability. You **MUST** notify Staff, in writing, if someone other than a parent or guardian will pick your child up. **The Staff will not allow your child to leave without proper authorization. Children are not allowed to leave the Preschool with other children or alone.** Staff will check the sign-in/out sheets at the end of each session to ensure that all children have been properly signed-out and that all areas of the classroom, bathroom and cubby areas are vacant. The Preschool reserves the right to call parents during the day to pick their child up, should health or behavioral problems arise which may jeopardize that child or other children at the Preschool. If a child has not been picked up from the Preschool within ten minutes of the dismissal time, and the Preschool has not been notified by a parent/guardian, the Staff will begin calling parents’ work, home and cell phone numbers. Messages will be left at each number allowable and then any emergency contact numbers will be called and messages will be left there. If no contact has been made with the Preschool by an authorized adult and/or the child/ren have not been picked up, local law enforcement will be contacted after one hour to begin the process of transferring the child/ren to Child Protective Services.

If for some reason you and your child arrive late to the Preschool and your child’s group is away from the Preschool on a trip, there will be a note posted on the door telling you where the group is. You will be welcome to drop your child off at that destination and sign in prior to leaving your child with a Staff member. Any activities requiring transporting any children will be known to the parents in advance and will require special permission slips in order for the child to be allowed to go. Parents will know which vehicle their child will be transported in and who the driver will be. All children will be transported with safety belts in approved, licensed vehicles. The Preschool encourages parent chaperones for special activities. Short walking trips on school property, or nearby (i.e., the elementary school), will not necessarily be pre-planned.

All visitors must sign in at the front entrance of the school, walk their preschooler to the classroom(s), and sign in for the preschool.

Identifying Where Children Are:

The Lead Teacher or Director will verify that all children in attendance are signed in for the day. Children not in attendance will be marked absent on the sign in sheet. The number of children in attendance will be written on the board to refer to throughout the day as well as before leaving the classroom, lunchroom, playground, evacuation or any other areas visited during the day. A copy of the sign-in sheet will be transported in the emergency bag that goes everywhere with the class.

Tuition:

Tuition is due and payable on the 1st of each month for that month. Tuition rates are charged by the month. Checks and money orders are preferred. Cash needs to be presented in person to the Director in order to receive a cash receipt. A late/rebiling charge of \$15 will be assessed after the 5th of the month. Parents will then have 15 days to arrange for tuition that month or the consequences will necessitate withdrawal from the Preschool on the 20th of that month. There are no discounts if your child misses any of his/her scheduled days. If checks are returned to the Preschool for any reason, a \$25 handling fee will be assessed. Once a check has been returned for NSF, only money orders will

5. If he/she has symptoms of a possible communicable disease (usually sniffles, reddened eyes, sore throat, headache, undiagnosed rash, and/or abdominal discomfort).
6. If he/she is/had been vomiting or has/had diarrhea in the past 24 hours.
7. If he/she is lethargic (not up to normal energy level) without the use of medications (Tylenol, Ibuprofen, cold medicines or similar) and keeps him/her from being actively involved in the day's activities.

YOU MUST NOTIFY THE PRESCHOOL IMMEDIATELY IF YOUR CHILD HAS A COMMUNICABLE DISEASE! This includes Chicken Pox, Strep Throat, Measles, etc.

It is the Preschool's sole discretion to exclude a child from attendance if the Staff feels the child is too ill to stay.

Medications:

Medications must be brought to the Preschool in the original container appropriately labeled by the pharmacy or physician stating the name of the preschooler, the medication, and the dosage. Medications (prescription or over-the-counter) can only be given by the Staff with a written order by the licensed prescribing practitioner. Parents must also sign the Permission for Medication form for any medication and preventative treatments (sunscreen, insect repellent, etc.). Only Staff with Medication Delegation Approval from the county health nurse shall administer medications under his/her license. All medications will be in a locked container in the Director's office. Refrigerated medications will be placed in a secure container in the refrigerator located in the Board office.

Toilet training:

All children enrolled in the Preschool shall be toilet-trained, but in the case a child has an accident, the Staff will try and assist the child in changing clothes or will call the parents if no fresh clothes are available. If a child is disabled or involved in a special situation where toilet training has not yet been completed, there will be a special meeting set up between the Staff and parents of the child to determine what methods can be taken to assure a pleasant enrollment experience.

Emergency Evacuation:

In case of any health, weather, fire, tornado, etc. emergency, the first person on the emergency contact form in your registration packet will be called and informed what the situation is and where he/she can go to pick up the child. In the event of a town emergency evacuation, you may call police dispatch, (970) 725-3387, to find out where the Preschool was sent.

Snacks:

Snack relies heavily on parent involvement! Providing a nutritional snack benefits the child with something substantial as well as teaches the child good food choices. Each family will be responsible for bringing snack about once or twice a month for the child's class. A snack calendar with your assigned snack day will be provided monthly. Please let the Preschool know if you will be unable to fulfill your snack obligation for your assigned day. Snack suggestions are posted on the bulletin board in each class as well as a copy sent home. An alternative healthy snack may be substituted; the snack should be low in sugar and in its original sealed packaging with the 'use by date' not expired.

If an enrolled child has any food allergies, those item(s) may be excluded from the Preschool and/or require the parent of the child with food allergies to provide the child's snack on a daily basis. When parents or guardians furnish snacks for children other than their own child, the snack shall consist only of foods that are prepackaged and prepared from commercial sources. Such foods shall be non-potentially hazardous or shelf stable and received sealed. If the food requires refrigeration after opening, remaining portions shall be discarded or sent home with the parent that supplied it. Uncut produce may be provided. The Staff will wash, cut and serve produce immediately in accordance with

the health department's approved protocol. Foods **NOT** allowed or accepted to be brought in to the Preschool by parents for classroom snacks are: yogurt, cheese, cottage cheese, cream cheese, deli meat, eggs, homemade/prepared baked goods or homemade/mixed snacks like trail mix, home cut/prepared fruit or vegetables, etc.

Birthdays are celebrated during snack time. The Staff encourages parents to send special birthday treats for their child's birthday. Please let the Preschool know in advance if you plan on bringing birthday treats. If you choose to provide your child's birthday treats homemade (cake, cupcakes, cookies, rice krispy treats, brownies, etc.), the treats will be individually bagged up and sent home with each child to allow parents to decide if they want to serve it to their child when he/she is back in their care. A different shelf stable snack will be served to eat at that time.

Lunch & Milk:

Children are allowed to purchase milk on a daily basis. Milk is \$.40 each. Your account will be charged at the end of each month for the milk your child drank.

Full day children will have lunch in the school lunch room around 10:55 a.m. each day. Your child will need to bring a cold lunch from home or order a hot school lunch. Lunches cost \$2.75 each and your account will be charged at the end of each month for the hot lunches. Please be sure to have a credit on your account for these purchases. No charges will be allowed to accrue. **Please note: half day sessions do not participate in the lunch program.**

Outdoor Play:

Outdoor play is a part of the Preschool's everyday routine. **Please do not ask the Staff to keep your child indoors.** If your child is too ill to play outside, your child is too ill to be at preschool. Note: In the case of inclement weather, the children will stay indoors and do movement activities during the scheduled outdoor playtime. **Your child MUST have appropriate clothes for outdoors. During the winter months, your child is required to have coats, hat, gloves, snow pants, and snow boots.** The weather changes rapidly in the Rockies, so PLEASE make sure your child is adequately dressed. If your child wears boots to preschool, please have a change of inside-only shoes to change into.

Personal Belongings:

Note: Outdoor shoes are not allowed in the preschool playroom. Children must wear shoes that are for indoors only (crocs, tennis shoes, slip-ons, etc.). The Staff asks that NO slippers/socks be used due to the possibility of an emergency evacuation. This will ensure that your child has a clean area to play in as they spend much of their time on the floor.

Please have an extra set of underpants, socks, shirt and pants in a labeled plastic bag, available for your child at the Preschool on a daily basis. It may be necessary for your child change clothes (bathroom accident, water table accident, etc.). You **MUST** label all of your child's belongings.

If your child wishes to bring a toy or book to preschool, please limit these items to special "Show and Tell" times. Make certain that the item is not valuable as neither the Preschool nor the Staff can be held responsible for lost or damaged belongings. Please do not allow your child to bring weapons of any kind, toys included, and/or sharp or breakable objects to the Preschool. Items of a mature nature are also inappropriate. All personal property must be labeled with your child's name.

Guidance:

At the Preschool, praise and positive techniques are used to guide the children. The day is blocked into chunks of time, so the children can complete their work and slip easily from passive to active play. The following techniques may be used by staff as positive guidance tools to enhance a child's

knowledge of acceptable behavior, dealing with problems, and encouraging a child's own problem solving: show understanding, ask "How are you going to solve this problem?", giving choices, help him/her look at consequences, ignoring, redirecting, and/or "cooling off periods" or "stop and think". Staff members are to be direct with children, providing clear descriptions of unwanted behaviors and then explaining and modeling appropriate and desired behaviors. If a "cooling off period" or "stop and think" is utilized, staff shall review the reason the child needed to stop and think, state clearly what the expected behavior is and model the behavior as appropriate. Then the child shall be directed to rejoin the group or resume his/her task with some encouraging and positive direction. The child will be asked (but not forced, as remorse should be sincere) to apologize to anyone he/she may have injured or wronged by his/her behavior.

Children need guidance and limits to help them learn and become self-directed in their behavior. Each child is unique; therefore, guidance is handled individually depending on the child and the circumstances demanding attention. Consistency is an important part of guidance; thus, a joint effort is needed between parents and teachers. Your child's teacher will be in constant communication about your child's day.

Harsh or corporal punishment is prohibited and will not be tolerated. This includes: physical forms of punishment (shaking, hitting, jerking, squeezing, etc.), severe verbal reprimands, psychological abuse (shaming, ridiculing, seclusion, etc.), threats, coercion (rough handling, physical restraint, etc.), derogatory, embarrassing or humiliating forms of punishment such as name calling, and/or withholding food from any child at any time. Punishment may also not be associated with rest time, toileting or food time.

The preschool is a non-expulsion school meaning we will provide supports and work with an early childhood mental health consultant before a behavior escalates to the point of suspension or expulsion. The preschool staff will always work to support children within the classroom first, however, there may be times a child might need to be removed from the classroom such as when a child is exhibiting behavior that is dangerous to themselves and/or to others and are not responding to corrective measures. After corrective measures have been exhausted, the child may be referred to the Director and removed, if possible, from the classroom. If the child cannot be removed from the classroom (staff should NEVER drag, carry or manhandle a tantrum throwing or non-compliant child) the other staff members should remove the other children from the immediate area or classroom while one staff member remains with the non-compliant child until additional assistance arrives.

Conferences, Observations, and Assessments:

Periodic assessments (usually fall, winter and spring) will be completed on every child. Your child's teacher completes these through observations and one on one "game-like" testing procedures to complete the Skills Inventory Checklist and/or Teaching Strategies Gold Progress Checkpoints to chart each individual child's preschool progress. All reports shall remain in a locked filing cabinet in your child's file and are kept confidential.

Your child's teachers are all highly qualified and certified through the Colorado Department of Human Services division of Early Care and Learning by which they are required to take evaluation and authentic observation courses through Teaching Strategies Gold.

Communication between Staff and parents is an important part of any successful childcare program. These assessments allow us to look at areas in the curriculum that need improvement as well as our teaching practices and environment to make necessary changes to benefit the children and program. Therefore, there will be regularly scheduled conferences in the fall and in the spring. You will be notified of the date of the conferences in the regular weekly newsletter. This conference time is a good

opportunity to discuss your child's progress, needs, or any concerns you may have. Parents will receive a copy of their child's progress report at their conferences.

The entire Preschool shall be open to visits by parents of the child at any time the Preschool is in operation. Parent involvement opportunities include: teaching a special activity, helping with holiday parties, field trips, serving on the parent Board, fundraising, helping with equipment and building maintenance, etc.

Differences/Difficulties between Families and Staff:

Here at the Preschool, we take pride in our relationships with our families and keeping lines of communication open. Sometimes there may be differences that arise during interactions between families and staff. We ask our families to follow some basic guidelines to help resolve differences while keeping in mind that our goal is to do what is best for the child. We will strive to communicate with solutions in mind for the best outcomes.

It is the expectation that families address any and all concerns, questions, or problems arising from the classroom with their child's teacher prior to escalating the discussion to higher supervisory levels. If the concerns, questions, or problems are about overall programming, finances, scholarships, records, child/family records, policies, procedural, etc. it is the expectation that families address these with the director.

In any situation involving a difference of opinion, issue, problem or concern, the Preschool expects that all families and staff members engaged in discussion should remain focused on solving the problem, not in gossip or behavior that undermines efforts to solve or resolve conflicts. The Preschool values the opinions and concerns of its families and our goal is to allow families the opportunity to constructively communicate their concerns, questions, or problems in an appropriate time and place so that effective decisions can be made.

Families may be asked to contribute ideas for solutions to the concerns, problems or issues they present. Conflicts between families and staff may be addressed with both parties present. The Preschool's supervisors will not referee between the parties, but will instead expect both parties to act in a professional manner, attempt to understand the other's position and to ultimately resolve the conflict.

Should regular means of communication fail to effectively resolve an issue, question or conflict, families may make use of the following Conflict Resolution Process. The following procedures have been established to ensure that all parties to any conflict receive fair and equal hearing by those responsible for resolving conflicts.

1. The family must submit a written statement to the director within four working days of the family's knowledge of the event which caused the conflict.
2. The supervisor shall attempt to resolve the conflict within four working days following receipt of the statement and issue a decision.
3. If the family is not satisfied, or if, indeed the conflict is with the supervisor, the family may appeal the supervisor's decision within four working days to the Board of Directors.
4. A Conflict Resolution Committee (CRC) consisting of the director & two board members will be established. The CRC will meet within four days to review the family's written statement regarding the conflict. The CRC will set the date and time of the meeting and will invite the family. If the family cannot attend, the CRC will make one, good faith attempt to reschedule the meeting so the family may be present. However, the family's presence at the CRC meeting is not required to issue a decision.

5. The committee has a right to require appropriate staff members to present relevant information.
6. The CRC will submit its written recommendation to the Board of Directors at the next scheduled meeting. Upon review of the recommendation the Board of Directors will issue a final decision.
7. The family will be notified in writing of the final decision of the Board of Directors within four working days following the last decision-making body's meeting. This decision of the Board of Directors is final and binding.

Artwork:

Please take your child's artwork home every day unless otherwise specified. Artwork will be found in your child's cubby. At this stage of development, the process is more important than the product, and if not shared with you immediately, your child may forget what the creation was... So, please take just three minutes at the end of your child's day to ask them what he/she made!

Reporting licensing complaints and concerns of child abuse/neglect:

Should a parent have a concern about any licensing violations at the Preschool, that parent may contact the Grand County Department of Social Services at (970) 725-3331 or the State Social Services office at 1-800-799-5876. The Grand County DSS, or State office, may also be contacted if a parent needs to report an act, or a suspicion of an act, of child abuse or neglect by a Staff member or other adult at the Preschool. These reports are maintained as confidential within Social Services. Should a Staff member be reported and/or suspected of child abuse or neglect, that Staff member will immediately be placed on paid administrative leave until the report can be investigated by the appropriate authorities.

Withdrawing a child from preschool:

Should the need arise to withdraw your child from preschool, please contact the Director as soon as possible. No tuition will be refunded for any portion of a remaining month. The Staff asks that sufficient time be given prior to withdrawing so that your child can have the opportunity to say goodbye to his/her friends and Staff.

School Suspensions:

The preschool is a non-expulsion school meaning we will provide supports and work with an early childhood mental health consultant before a behavior escalates to the point of suspension or expulsion. An out-of-school suspension may be deemed necessary for unsafe and out of control behaviors, but only after all other interventions have been exhausted. In the case of such event, the Director will investigate the details of the situation and then notify the parent. The child will remain in the office until which time the parent arrives to take the child home. The parents, Director, and Teacher will assess the function of the behavior, provide professionals to develop an individualized plan to address the behavior, and include positive behavior support strategies. The parent and the child may return to school the next day after the plan is agreed upon and in place. Upon all parties' understanding, the child may return to class as normal.

Immunization Policy:

All children enrolled in the Preschool must have all required immunizations **OR** a current vaccine exemption on file. "Beginning July 1, 2016, parents/guardians wishing to submit non-medical exemptions for children attending Colorado schools and licensed child cares must do so online at www.colorado.gov/vaccineexemption. Medical exemptions must be submitted to the Colorado Department of Public Health & Environment ONLY IF/WHEN the student changes schools, address, vaccine exemption, etc." (taken from Colorado Office of Early Childhood Division of Early Care & Learning)

A list of frequently asked questions can be found at the website listed above. Once you file this exemption with the state, it is the parents' responsibility to print a copy for their files as well as

submit a copy for the Preschool to put on their child's file. In the event of any outbreak, exempted persons may be subject to exclusion from school.

A Final Note to Parents:

The Preschool wants you to know, to understand, and to discuss its goals with Staff. Please look into the busy, happy, noisy, creative Preschool and see your child at play. The Staff wants you to realize the validity of that play and the importance of what your child is learning. Parents and Staff together can help their children develop their full human potential.

Preschool is:

A place for social growth...

We practice taking turns, working together and independently, being responsible for our belongings, and ourselves, and sharing.

A place to play...

Play is children's work! Play helps build self-esteem and self-confidence. It gives us the opportunity to make our own choices and to be independent thinkers. Through play, we develop coordination, which is so important to being successful in kindergarten.

A place to learn...

We like books. We explore different topics to enhance our ability to communicate well. This is the first step for our pre-reading skills. The most important thing we do to become successful readers is to listen to stories read by our Staff and parents. We enjoy our visit from the library each month. It gives us the opportunity to see how much fun books can be. We like to discover patterns, similarities, and differences. We like exploration. We sort, group, and organize, which is the basis for all math skills. Manipulatives allow us to use our hands and to develop our fine motor skills.

A place for physical activities...

Climbing, jumping, running, catching, throwing, are all very important to our health and development.

The Preschool and its Staff want your children to know the joys and benefits of childhood; to build on those experiences so that they can grow into happy and productive adults. We must not forget that our children are our legacy. By investing in them now, we can help ensure that their future and their world will be safe and healthy.

****2026/27 School Calendar is coming****