

**Great Escape**  
**Early Learning Center**  
**Parent Handbook**  
**2023-2024**

Revised: August 2023



Littleton United Methodist Church  
5894 South Datura Street  
Littleton, CO 80120

September 1, 2023

Dear Great Escape Parents and Families:

Thank you for entrusting your child's learning and development to the Great Escape Early Learning Center, an outreach ministry of Littleton United Methodist Church. What your child learns today prepares him or her for the future and creates a strong foundation for a lifetime of learning.

At Littleton United Methodist Church, we believe every child is made in the image of God, and every child is created good. We look forward to seeing the growth that your child experiences as we encourage each child with love, compassion, and respect – and it is so fulfilling to see the children learn to share these traits in life as well! We are focused on the development of the “whole child,” understanding that all development areas (social, emotional, intellectual, and physical) are interconnected.

Great Escape is licensed by the Colorado Department of Early Childhood and is a Level 3 rated Colorado Shines program. One of our goals is to provide a high-quality program for your child and strive to be the best program that we can be by offering many different experiences for your child(ren). We offer low child-to-teacher ratios and require two Great Escape staff members in the classroom.

We are excited for you and your children to be part of our program and will hold all of you in our prayers throughout the 2023 - 2024 school year. We look forward to our partnership with you, and please know that our doors are always open if we can be of service to you and your family. And, if you don't have a faith community, you would be welcome to come and join us for worship, study, and/or outreach!

We also invite our families to join us for many gatherings throughout the year and ask that you come volunteer in the classroom whenever possible.

There are many schools to choose from in the Littleton area and we thank you for choosing Great Escape!

God be with you—

Michelle Lowe, Director  
Great Escape

Rev. Dr. Tezenlo Thong, Senior Pastor  
Littleton United Methodist Church

# Table of Contents

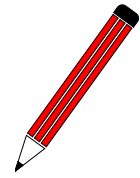
Table of Contents.....	3
Great Escape Early Learning Center.....	5
Welcome .....	5
Purpose .....	5
Philosophy.....	5
Staff.....	5
Licensing and Requirements .....	5
Abuse and Reporting.....	6
Tuition and Fees.....	7
Traditional Day Program .....	7
Extended Day Program .....	7
Summer Program (June – August) .....	7
Program Age Guidelines and Goals .....	8
Traditional Day Program .....	8
Extended Day Program .....	9
Summer Program .....	9
Attendance Policy .....	9
Personal Belongings NEEDED by Children .....	10
Young Toddler Class.....	10
Toddler Class.....	10
Diapering.....	10
Toilet Training (Young Toddler / Toddler Program Only) .....	11
Preschool Class (Must be toilet trained).....	11
Pre-Kindergarten Class (Must be toilet trained).....	11
Clothing.....	11
Lunch.....	11
Hand Washing.....	12
Nap Time .....	12
Behavior/Discipline .....	13
CCCAP (Colorado Child Care Assistance Program) Policies and Procedures .....	15
General.....	15
ATS System.....	15
Parent Fee .....	15
Absences .....	15
CCCAP Daily Tuition .....	15
Operations .....	16
Non-Discrimination Policy.....	16
Interpreter Policy .....	16
Final Enrollment.....	16
Withdrawal .....	16
Dis-enrolled Child Policy .....	16
Children with Special Needs .....	17
Child Find Referral.....	17
Transition Policy.....	17
Absenteeism .....	18
Door Lock Policy and Times .....	18
Parent Responsibilities Drop-Off and Pick-Up .....	18
Primary Care Policy .....	19
Daily Child Identification.....	19

Confidentiality and Retention.....	19
Program Evaluation.....	19
Visitors .....	19
Parking Lot .....	19
Immunization/Health Status.....	19
Medication.....	20
Sunscreen Policy .....	20
Inclement or Excessively Hot Weather .....	20
Sick Child Policy.....	20
Accident or Injury of a Child.....	21
Allergies.....	22
Birthdays .....	22
Snacks.....	22
Closures and Emergency Procedures .....	23
Program Closures .....	23
Safety Drills .....	23
Hold – IN YOUR ROOM, CLEAR THE HALLWAYS .....	24
Secure Perimeter – GET INSIDE, LOCK OUTSIDE DOORS .....	24
Lockdown – LOCKS, LIGHTS, OUT OF SITE.....	24
Evacuation – TO A DIFFERENT LOCATION.....	25
Shelter .....	25
Reunification.....	25
Emergency Release of Children .....	25
Missing Child(ren) .....	26
Missing Child .....	26
Parent Teacher Conferences.....	27
Special Programs.....	28
Music & Movement .....	28
Chapel .....	28
Field Trips.....	28
Movies & Videos .....	28
Communication.....	29
Facebook Page .....	29
Weekly E-mail .....	29
Monthly Newsletter.....	29
Parent Communication Board .....	29
Parent Resource Center .....	29
Great Escape Advisory Board.....	29
Concerns .....	29
2023-2024 School Year Calendar .....	30

# Great Escape Early Learning Center

## Welcome

Welcome to Great Escape Early Learning Center at Littleton United Methodist Church. We are glad you have chosen to join us! We hope your whole family will enjoy the program and the friends you make here. This handbook outlines Great Escape's goals, policies, procedures, and practical details that make each school day a happy and successful experience for your child(ren). Please contact the Director if you have questions.



All parents/guardians will be asked to sign a form (online) stating that you understand and agree to the policies, parental responsibilities, and procedures of all Great Escape programs that are outlined in this handbook.

## Purpose

Great Escape is an outreach ministry of Littleton United Methodist Church (hereafter referred to as LUMC) dedicated to providing parents two, three, four or five day a week programs meeting the needs of children in a safe, caring, positive, loving, Christian atmosphere. Great Escape was started over 35 years ago as a Parent's Day Out Program.

## Philosophy

Our programs include faith-based curriculum aligned with Colorado Developmental Guidelines and are designed to meet student needs at each stage of development. Each day incorporates planned activities and self-directed play, which contribute to the individual child's socialization, enjoyment, and success.

## Staff

All staff are identified from an application process, selected for an interview by administration and then are invited to complete a classroom observation with the teaching staff who provide feedback to administration regarding the potential candidate. Current program staff participate in the final hiring decision.

Staff members are qualified with formal education, training, and/or work experience in early childhood education as defined by the Colorado Department of Human Services. Great Escape provides training in Pediatric First Aid, Pediatric/Adult CPR and Universal Precautions, Child Abuse Reporting, Shaken Baby/Abusive Head Trauma, and FEMA Disaster Training to all staff members. In addition, all staff complete 15 hours of continuing education annually. Staff members are cleared by the Colorado Central Registry and the Colorado Bureau of Investigation to confirm no history of child abuse or felony charges.

## Licensing and Requirements

Great Escape is a Colorado Department of Human Services licensed facility. We are bound by its rules and regulations. We are inspected annually by Tri County Health and South Metro Fire Department. A copy of our license is posted at the entrance of the program and inspection reports are maintained in the Director's office. Great Escape currently holds a Level 3 rating through the Colorado Shines Program.

## **Abuse and Reporting**

Staff are mandated reporters of suspected child abuse and neglect and are trained to recognize signs of abuse. In accordance with the law, any staff member, or parent, who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which could result in abuse, shall immediately report the circumstances to the Director. Any report will be made available to the County Department of Social Services and the local law enforcement agency.

## Tuition and Fees

### Traditional Day Program

#### **Toddler Program**

- Two days per week: \$410/month
- Three days per week: \$580/month
- Four days per week: \$735/month
- Five days per week: \$875/month

#### **Preschool Program**

- Two days per week \$400/month
- Three days per week: \$570/month
- Four days per week: \$725/month
- Five days per week: \$865/month

A 10% tuition discount will be given for (the oldest child(ren) if multiple children are enrolled) additional children at the lower tuition rate.

A \$100 per child or \$150 per family non-refundable enrollment fee is due upon enrollment in the program.

Tuition is due the first program day of the month. A \$25 late fee will be assessed for accounts not paid by the 10<sup>th</sup> of the month. If the 10<sup>th</sup> falls on a closure day (Friday, Saturday, Sunday, or a holiday), tuition is due the last day attended prior to the 10<sup>th</sup> by 3:00 p.m.

Tuition may be paid by: Check, Cash or Zelle

Payment may be mailed, and received by the due date, to:

Littleton United Methodist Church  
Great Escape Attn: Michelle Lowe  
5894 South Datura St.  
Littleton, CO 80120

If tuition, plus late fee, is not paid by the close of a given month, then the child(ren) may not attend until tuition is current.

Full monthly fees are due regardless of attendance (sick, vacation, etc.) Invoices are sent home monthly through your child(ren)'s cubby. Returned checks accumulate a \$20 fee and require a cash payment to update your account.

### Extended Day Program

Extended day tuition is \$9.00/hour.

### Summer Program (June – August)

Summer program to be determined. Summer enrollment begins in April and tuition is published at that time.

## **Program Age Guidelines and Goals**

Great Escape strives to provide a caring, safe, and secure environment, to foster lifelong learning and to develop each child's God given gifts. Great Escape provides an experience for the child to grow socially, emotionally, intellectually, physically, and spiritually utilizing curriculum that meets the Colorado Department of Education Developmental Guidelines. Great Escape creates an environment that is supportive of the child's actions and language while giving opportunities for choices, decision making, and problem solving to build confidence in each child's abilities.

Great Escape places children in classrooms based on their age for kindergarten. We do our best to split the classes according to that age.

### **Traditional Day Program**

#### **Toddler Program**

Children must be walking independently to enroll.

#### **Young Toddlers (12 months – 24 months)**

Our focus for this age is to create a safe, loving, and comfortable place for the child to attend. Stranger anxiety is developmentally appropriate at this age so an environment where the child is at ease and feels as though they can move about the room safely is provided.

Love and security to a child at this age is vital to the healthy development of the child; much of the day will be spent giving as much comfort and reassurance as possible. Language development is the secondary emphasis of this class. The teachers reinforce language development with the children and introduce them to new words and sensory experiences through music, stories, talking, and exploration.

These classes have craft, story time, recess, music, snack, and many other opportunities to engage in language development and other communication building skills throughout the day.

#### **Toddler Program (2 – 3 years old)**

While introducing structure and schedule into daily routines, the primary focus remains on language development in both the Lamb class and Pony class. Consistency in scheduling increases the child's comfort level in the classroom. Having a schedule will also help with daily transitions and anxiety that new classroom experiences can create.

Teachers will incorporate more fine motor skills such as craft time and playing in centers. Two and three-year-old's need a lot of guided activities so the children know expectations but are encouraged to explore their classroom and meet new friends. Sharing is an important classroom skill to learn at this age. It takes time and positive reinforcement for children to cognitively understand delayed gratification.

#### **Preschool Program (3 – 5 years old)**

Children must be toilet trained to enroll in the preschool program.

As we build stamina for structure, schedules and communication, classroom teachers encourage independent choices. Teachers will work with children on letters, numbers, and colors. Scissors are introduced to the children for classroom work. Self-expression is very much encouraged between the children. Teachers reinforce manners and listening to each other. There are distinct centers throughout the classroom for independent play.

Hearing, touching, smelling, tasting, and seeing allow the child to socialize and make sense of the world around them. Activities centered around exploring our senses and building our vocabularies to



communicate our experiences support ongoing efforts of language development and communication skills. We work on helping the child to talk about experiences, describe objects, communicate feelings, label differences, relate ideas, define concepts, and make up stories. Using open-ended questions encourages problem solving and investigation.

Socializing and making friends are also a big part of our day. Parents have an opportunity to participate in parent teacher conferences twice a year. The Pre-Kindergarten classroom focuses on kindergarten preparation.

Great Escape is a Colorado State Universal Pre-Kindergarten provider.

### **Pre-Kindergarten Library Field Trips**

The Pre-Kindergarten class takes a field trip to Bemis Library in late September. This trip allows the children to learn about library use. Monthly fieldtrips to Bemis Library allow the children to check out their own library book and practice using the library system. Children will learn about different genres in literature and discover which ones they enjoy.

### **Pre-Kindergarten Graduation**

In May, the Pre-Kindergarten students will hold a graduation ceremony. Graduation is typically 30 minutes in length. All parents and family members of the graduates are invited to attend, and each child will receive a diploma from Great Escape. We want to congratulate each child for their hard work and let them know just how proud we are of their accomplishments! A short reception follows the ceremony.

### **Extended Day Program**

*Option* to enroll in one, two, three, four or five days per week. Before and/or after care is in addition to our traditional day. The before care program runs from 8:30 a.m. – 9:30 a.m. and the aftercare program runs from 3:00 p.m. – 4:00 p.m. The Extended Day program is open to all children in the program. This is **NOT** a drop-in program.

### **Summer Program**

Summer program is open to all ages and runs from 8:30 a.m. – 4:00 p.m. during the months of June, July, and August. This is **NOT** a drop-in program.

### **Attendance Policy**

Students may attend Great Escape in the following combinations of days.

- Monday/Wednesday
- Tuesday/Thursday
- Monday/Wednesday/Friday
- Tuesday/Thursday/Friday
- Monday/Tuesday/Wednesday/Thursday
- Monday/Tuesday/Wednesday/Thursday/Friday.

## **Personal Belongings NEEDED by Children**

Great Escape does not allow children to bring toys from home.

### **Young Toddler Class**

1. Lunch and no-spill cup (NO BOTTLES) labeled with child's name. Water cup MUST contain unflavored water. Flavored water is not permitted as Great Escape may have students with allergies to the flavoring.
2. Lunch of independent finger food – toddlers are expected to feed themselves.
3. Fitted crib sheet – required by Department of Human Services
4. Blanket
5. Change of clothing to include socks and shoes labeled with child's name – all one-piece outfits should have a snap crotch.
6. Diapers
7. Backpack (to hold personal belongings)
8. "Lovey" – soft comfort item to help with transitions and nap
9. Drinks cannot be given during naptime
10. Please supply 3 packages of hypoallergenic, alcohol free wipes at the beginning of the school year.

### **Toddler Class**

1. Lunch and no-spill cup (NO BOTTLES) labeled with child's name. Water cup MUST contain unflavored water. Flavored water is not permitted as Great Escape may have students with allergies to the flavoring.
2. Lunch of independent finger food – toddlers are expected to feed themselves.
3. Fitted crib sheet – required by Department of Human Services
4. Blanket
5. Change of clothing to include socks and shoes (labeled).
6. Diapers if needed. If using pull-ups, they must be the style with tabs.
7. Backpack
8. If your child is toilet training, please notify the teacher and inform them of the procedures you are following at home.
9. Please supply 3 packages of hypoallergenic, alcohol free wipes at the beginning of the school year.

### **Diapering**

Diapers, when applicable, will be changed as needed. Diaper ointment is considered a topical medication and can only be applied with written permission from the parent. Gloves and sanitary standards required by the Department of Human Services are followed when diapering a child.

## **Toilet Training (Young Toddler / Toddler Program Only)**

Our teachers will make no attempt to toilet train children until they are able to verbalize or otherwise indicate need, help manage their own clothing, and be able to access toileting facilities. Teachers and parents should work together to identify when toilet training is appropriate for the individual child. Toilet learning/training is most successful when there is an implementation plan between the caregivers and parent/ guardian. Doing this will provide continuity for the child.

## **Preschool Class (Must be toilet trained)**

1. Lunch and water bottle labeled with child's name. Water bottle MUST contain unflavored water. Flavored water is not permitted as Great Escape may have students with allergies to the flavoring.
2. Change of clothing to include socks and shoes (labeled).
3. Fitted crib sheet – required by Department of Human Services. (No blankets)
4. Blanket if wanted/needed.
5. Backpack

## **Pre-Kindergarten Class (Must be toilet trained)**

1. Lunch and water bottle labeled with child's name. Water bottle MUST contain unflavored water. Flavored water is not permitted as Great Escape may have students with allergies to the flavoring.
2. Change of clothing to include socks and shoes (labeled).
3. Fitted crib sheet – required by Department of Human Services. (No blankets)
4. Backpack

## **Clothing**

Closed toe shoes are required at Great Escape. Sandals or flip-flops are not allowed. Children should wear clothing that allows freedom of movement and allow for messy projects! If a child wears a skirt or dress, shorts are required underneath. Colorado weather is unpredictable--children should come to school prepared. Heavy jackets, hats, boots, and mittens are necessary on wintry days.

All children must bring an extra set of clothing to include underwear/diapers, pants, shirt, and socks. Should an accident occur, we will help your child change into dry clothing.

## **Lunch**

Parents provide lunches. Please place the labeled lunch box in the classroom lunch basket upon arrival. All foods should be prepared in independent, child size portions, cut-up/sliced/peeled and in **non-breakable containers** for easy and safe eating. Please remember that we do not re-heat lunches, therefore lunches must be able to be eaten cold or they can be brought in a thermos to keep them warm. Please limit sending candy or sugary desserts. Teachers are directed to provide the nutritious foods from the child's lunch box first.

Teachers supervise lunchtime. Any remaining food that will not create a mess in the now un-refrigerated lunch box will be left for you to determine what was eaten. Food cannot be shared. Please do not allow your child(ren) to eat leftover lunch until they exit the facility. Lunch boxes are NOT refrigerated after the lunch period is over.

## **Hand Washing**

Soap and water hand washing is essential to successful disease prevention. Children are required to wash hands: upon arrival, before meals and snacks, after using the toilet, after wiping their nose or sneezing on their hands, etc. All staff members are required to wash hands thoroughly with soap and warm water: after assisting with toileting, after their own toileting, after any diaper changes, after wiping a child's nose or their own nose, before preparing or serving food or snacks, and before administering medication, etc. Help us set a good example and teach your child(ren) how to wash their own hands properly and thoroughly. Great Escape uses anti-microbial soap for hand washing.

## **Nap Time**

A rest period of at least 30 minutes for all children is required. Quiet activities are permissible during the 30-minute period. This allows for staff to work individually with children and families regarding the amount of sleep children need while in care. Children will not be forced to sleep. Children who do not sleep after 30 minutes are allowed to move to another area and be provided with quiet toys and manipulatives to play with such as puzzles or books. All classes use nap mats that are sanitized on a daily basis. All children are required to bring a fitted crib sheet daily for nap/rest times. All nap items must be taken home each week for washing and brought back when the child returns to school. Please refer to your child's class requirements regarding blankets and comfort items. Shoes must be left on during nap, as is required all day to meet state safety requirements.

## **Behavior/Discipline**

Great Escape's policy regarding guidance and positive instruction, supporting positive behavior, discipline, and consequences, including how Great Escape will:

- Cultivate positive staff, child, and family relationships.
- Each teacher at Great Escape has been trained on positive practices that ensure that children's behavior is guided in a positive manner. We communicate daily with families informally at pick up and drop off regarding their child(ren) and encourage family involvement to ensure that child(ren) is being guided in a positive direction.
- Create and maintain a socially and emotionally respectful early learning and care environment. Our teachers encourage positive interactions with each child through demonstration and teachings that allow children to learn and be capable of respecting others.
- Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children.
- Through training, each teacher effectively and positively reinforces children's behavior and directs any behavior that is harmful to an appropriate behavior. Teachers continuously demonstrate positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.
- Provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting, and implementing a team based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and withdrawals.

Great Escape believes in working as a team to identify the specific social and emotional needs of each child. Our staff is trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child.

When a child exhibits an unwanted or unsafe behavior there will be an attempt to re-direct the child to the desired behavior. If the redirection is unsuccessful, the child will be removed from the activity and given time to self-regulate. This may result in a behavior report that will be shared with the parents. If the child accumulates three behavior reports, teacher, parents, and Director will have a conference to determine if a behavior plan is needed. If a behavior plan is implemented, the child will have a period of time agreed upon by the teachers, parents, and the Director to improve the behavior. Changes to the plan can be made as needed with agreement from all parties. If the child does not respond to the plan, Great Escape will decide if we are the best facility to provide care for your child. If we believe that there is a better place for your child, we will assist you in the process of finding a place in any way that we are able.

Access outside assistance as needed.

Great Escape Staff will take the following steps to support all children in our care:

- The teaching staff will assess each child and make observations to supply families with information regarding development.
- Teachers will document all interactions and report findings to the Program Director.

- The Classroom Staff and the Program Director will meet with the family to provide information regarding their child's needs.
- A behavior plan will be created with the family to help support the child at home and in the classroom setting.
- Individual goals will be created to help support the child and family both at home and in the classroom setting.
- Great Escape will use Child Find services when we feel that they are needed for preschool aged students and Developmental Pathways for infants and toddlers. If we feel that a child needs more assistance, the staff at Great Escape will conference with the parents and supply them with the information needed, along with a contact at Child Find, or Developmental Pathways.
- How decisions are made and what steps are taken prior to implementation of a behavior plan or request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues. These procedures are consistent with Great Escapes Behavior Policy and will include documentation of the steps taken to understand and respond to challenging behavior.
- Great Escape staff are well trained and work hard to identify the social, emotional, and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. If we feel that a child's behavior endangers the safety of the other children, we will notify the parent and begin with a parent teacher conference. To better accommodate your child, we would like to work with the family to develop a plan of action. Please refer to our discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. Great Escape's goal is to maintain the child in the program, however as a last resort we would ask that you remove your children from our care.

# **CCCAP (Colorado Child Care Assistance Program) Policies and Procedures**

## **General**

Great Escape will only start child(ren) on the start date listed on the county letter authorizing care. If a parent brings the child(ren) before the start date, the parent will be responsible for the private pay daily rate. Great Escape does not accept verbal authorizations from the counties. All authorizations must be in writing. It is the parent's responsibility to ensure that they have a current authorization, a pinned CCCAP code, and that they contact the county if changes are needed in authorization.

## **ATS System**

Parents are responsible to login into ATS and sign their children in/out every day. If a parent forgets to login/logout, Great Escape can login/logout the child with the understanding that the parent/guardian will need to approve the login into ATS.

## **Parent Fee**

Parent fees are due by the 10<sup>th</sup> of the month unless other arrangements have been made. If not paid by the 10<sup>th</sup> of the month, or the date agreed on in advance, the parent fee will be considered late, and your account will incur a \$25 late fee. Childcare will be discontinued until the balance due, including late fees, is paid in full. The parent fee is due every month regardless of the child's attendance.

## **Absences**

If a child(ren) is absent for more than 3 days a month, Great Escape will report the absences to the family's case worker. This excludes planned absences and/or sick time which is communicated to Great Escape. If a child is absent more than 3 consecutive days with no communication to Great Escape, child(ren) will be dis-enrolled and reported to the family's case worker. If the family wants to return to Great Escape, the private pay tuition rate must be paid for the days missed (after the allotted 3 days).

## **CCCAP Daily Tuition**

Daily tuition is \$68.50 per day for our full extended program, which runs from 8:30 a.m. to 4:00 p.m.

## **Operations**

Great Escape's school year program operates from September through May, Monday-Friday. The summer program operates the months of June, July, and August three days per week. Great Escape is closed for major holidays. Please see the calendar in this handbook.

## **Non-Discrimination Policy**

Great Escape admits students in compliance with Colorado statutes prohibiting discrimination.

## **Interpreter Policy**

Great Escape will provide an interpreter if needed to enhance communication with parents and/or guardians. The Translation and Interpreting Center (303-996-0976) will be used to enhance communication with families who require this service.

## **Final Enrollment**

Great Escape **MUST** have the following forms\*\* submitted before participating in the program. Child Information

- Child Liability Release and Emergency Information
- Pick-up Permission
- Handbook/Photo Approval (one per family)
- Certificate of Immunization (provided by physician)
- Health Status (completed by physician)
- Medication Administration (signed by physician and parent)
- Topical Preparations

\*\*Please keep all forms current.

## **Withdrawal**

Two-weeks written notice to the Director is required in the event of a withdrawal from the program. If less than two weeks is given, the two-week prorated tuition will still be due.

## **Dis-enrolled Child Policy**

Great Escape reserves the right to cancel the enrollment of any child for the following reasons:

- Non-payment or late payments of tuition and fees.
- Noncompliance of Great Escape policies as outlined in this handbook.
- Child has special needs which we are unable to be accommodated with current staff.
- Physical / verbal abuse of staff or other children by parent/guardian or child.
- Non-disclosure of medical information.



## **Children with Special Needs**

Admission of children with special needs complies with the Americans with Disabilities Act (ADA) and reasonable effort is made to accommodate the child's needs and to integrate the child with other children. Admittance will be evaluated on a case-by-case basis. Children with special needs, such as emotionally, developmentally, or physically challenged, will be accepted if it is determined that:

- 1) The child will benefit from our program.
- 2) The staff can meet the individual needs of the child.
- 3) There will be no adverse effect on other children through direct behavior.
- 4) The child does not redirect extra staff time needed from other children.

After evaluation, we may admit special needs children on a trial basis of one month. During this time, we will work closely with the child's parents and any other person(s) responsible for the child's growth and well-being. At the end of one month, the director and child's teacher will meet with the parents to determine if we are able to adequately care for the child within our current staffing patterns. Note: Our program is located on the lower garden level of the LUMC facility.

## **Child Find Referral**

Child Find is a program available to parents of preschoolers with developmental delays or concerns. Great Escape staff may recommend Child Find to parents as a resource within their resident county.

## **Transition Policy**

Great Escape understands that transitions for young children can be difficult, therefore in order to ease transitions, the program provides the following support. Classroom teachers share transition information with parents at Parent/Teacher conferences.

### **New Child to Great Escape Transition**

1. Great Escape has an Open House for currently enrolled families as well as the community at large. Open House provides an opportunity to tour the facility, meet the staff and ask questions about the program.
2. One-on-one tours are conducted by the Director or Assistant Director on an appointment only basis.
3. Parent/Guardians of students enrolled in the program are required to complete a Child Information Form which is provided to the classroom teachers. The information on the form gives the teacher insight into each child.

### **Classroom to Classroom**

1. Children move as a unit each year to the next higher age class. Children are not moved during a school year.
2. Great Escape offers a meet and greet with the new teacher which is traditionally done at the end of each school year. Children can also meet and greet their new teacher at August Open House.

### **Pre-Kindergarten to Kindergarten Transition**

To help the family and child transition into kindergarten, Great Escape has a graduation ceremony and reception at the end of May.

## **Absenteeism**

Please notify the Great Escape Office (303) 794-0707 any time your child is going to be late or absent. There are no make-up days or refunds for absences.

## **Door Lock Policy and Times**

Great Escape doors are locked at all times. Great Escape utilizes Door #1 off the main parking lot for access to the facility and Door L1 for access to the program hallway. All families are provided key fobs to access the facility through Door#1. Door L1 always remains locked (Fob reader is RED). Staff will open the door 8:30 – 8:45 am and 9:30 – 9:45 am for morning drop-off and 2:50 - 3:10 pm and 3:40 – 4:10 pm for afternoon pick-up. If you are not able to drop-off and pick-up during these times, please call the GE office number of 303-794-0707 and program leadership will come and open the door.

## **Parent Responsibilities Drop-Off and Pick-Up**

- Morning Drop-Off
  - Hang backpacks
  - Put lunch and water bottles in designated areas
  - Sign in children using classroom TABLET. Each parent has been assigned a PIN number which is the last four digits of your cell phone number. This system generates a class roster which is used for accurate head counts during fire drills, field trips, recess, etc. Please have whomever is dropping the child off sign into the automated system.
  - Wash children's hands
  - Children adjusting to a new environment may cry at drop-off time. This is normal and we realize it can create anxiety for the parents and the child(ren). Our trained teachers will comfort your child. **Help us in this process by quickly leaving the room and not reentering.**
  - Any forgotten items (blankets, lunches, etc.) a child may need during the day should be delivered to the Director or teacher to avoid reentry into the room by parents.
- Afternoon Pick-Up
  - Sign your child out using the classroom TABLET.
  - Collect their items
  - Please exit the building before opening lunch boxes or giving any snack

A Late Fee of \$1.00 per minute per child begins accumulating at 3:11 p.m. for traditional enrollment and 4:06 p.m. for aftercare enrollment, and will be assessed on the following month's invoice.

Two staff members are required to stay on the premises until all children have been picked up by an authorized adult. Only authorized persons, or parents, will be permitted to pick children up. Parents indicate who will be picking up the child(ren). If there are ANY changes to the Pickup Permission Form, a new form must be completed online and submitted.

If you know that you will be late picking up your child(ren), please call the Great Escape office. While we know emergencies arise, a late fee will still be assessed. If an unauthorized person will be picking your child up in an emergency, you **MUST** speak directly with the Director or Assistant Director to give verbal permission and we will verify picture identification of any person unfamiliar to staff before releasing your child(ren). If verbal permission has not been given, then we will **NOT** release the child.

If your child(ren) has not been picked up by 4:45 and attempts to contact persons on your emergency

card have failed, the Director or available staff member will notify the Department of Human Services and the police. The child(ren) will be placed in their care.

### **Primary Care Policy**

We have a Primary Care Policy, where each child stays with the same teacher throughout the day. This policy assists with the social emotional development of the child and minimizes change throughout the day.

### **Daily Child Identification**

Parent or adult guardians are required to sign their child(ren) “in” upon arrival and “out” upon pickup. As children transition in and out of the classroom, children are counted to ensure the entire group is present. Periodic counts during classroom time are also carried out for your child’s safety. Please call or email if your child will be missing from class. Prior to staff leaving for the day, a review of the sign in/out log will be completed to ensure all children have been picked up.

If a student is missing at any time, attempts will be made to locate the child and authorities will be notified immediately. See Lost Child Policy.

### **Confidentiality and Retention**

Great Escape will maintain confidentiality of all records. These records must be available, upon request, to authorized personnel of the Department of Human Services. Records are maintained for three years before being destroyed.

### **Program Evaluation**

Each spring, families will be given the opportunity to evaluate the program, staff, facility, and our ability to meet your needs. The evaluations are beneficial to the quality of our program. Thank you for taking the time to complete and return your evaluation.

### **Visitors**

Visitors and guests are welcome at Great Escape but please notify the Director ahead of time. Visitors will be required to sign in at the front desk with their name, date, time, and purpose of visit and show proper identification.

### **Parking Lot**

Please navigate the parking lot safely and obey all signs related to speed, crosswalks, no parking, etc. Use sidewalks and crosswalks and avoid walking across the parking lot.

### **Immunization/Health Status**

Children enrolled in Great Escape are required to have current immunizations and a physical evaluation by a physician. The immunization record must include the month and year the immunization was administered. The immunization record or a signed immunization exemption form must be received prior to the child’s first day of school. The health status record shall indicate the child’s abilities and / or limitations to participate in a regularly scheduled preschool/toddler program.

The Statement of Health form must be signed and dated by a health care professional who has examined the child within the last 12 months if the child is 2½ years or older, or within the last 6 months if the child is between the ages of 12 months and 2½ years of age.

Per Social Services, the program has the right to refuse a child's admittance if the Statement of Health form is not submitted. Parents should also note that not all children in our facility have been fully immunized.

### **Medication**

We do not administer non-emergency medication at Great Escape. Please administer medicine at home before your child comes to school or you can come in if it is a medication requiring specific timed dosage.

All medication must be in the original container with the child's name on it. Emergency medication (epi pens, inhalers) prescribed by a doctor will be stored in a classroom backpack. The teacher always has the backpack in their possession. Emergency medicine requires an action plan from the doctor describing when and how the medication should be administered along with the Medication Authorization Form signed by a physician and parent. The classroom backpack is always out of reach of the children. All staff are trained and able to administer emergency medication.

### **Sunscreen Policy**

In accordance with licensing requirements, Great Escape requires all parents to apply sunscreen to their child(ren) before they start the day. The Colorado Department of Health recommends using sunscreen with UVB and UVA protection of SPF 15 or higher. If you forget your sunscreen, Great Escape will have Rocky Mountain Sunscreen at the front desk for you to apply to your child. **It is the parents' responsibility to apply sunscreen on their child.**

### **Inclement or Excessively Hot Weather**

In the event of extremely cold (below 20°F with wind chill) or excessively hot temperatures (above 90 degrees), strong winds, snow, or rain; children will be kept indoors and away from the elements. As such, please provide adequate coats if cold and hats if sunny.

### **Sick Child Policy**

Children may not attend Great Escape if they have had any of the following symptoms within the last 24 hours:

- Fever of 101°
- Vomiting
- Diarrhea
- Pertussis
- Runny nose with cloudy mucus
- Unidentified rash on body or face
- Unidentified discharge from eyes or ears
- Visibly swollen neck glands
- Signs of conjunctivitis (pink eye)
- Or any disease that has not expired its period of communicability

Please keep your child home if they complain of sore throat or earaches, have any unusual change in physical appearance or behavior such as: listlessness, irritability, flushed face, headache, lack of appetite, etc. This will greatly help us keep our facility a healthy place to be!

Staff performs a “visual screening” of children upon arrival and will not allow a student appearing ill, as per the list above, to remain in the classroom.

Parents will be notified to pick up their child(ren) immediately if your child(ren) becomes sick while at Great Escape. Examples are vomiting, diarrhea, fever, lethargic, etc. Sick children will be isolated until picked up. If we cannot reach an emergency pick-up person, one staff member will be assigned to monitor the child at a fee of \$15 per hour until the child is picked up. The fee will be assessed on the following month’s invoice. If a child is sent home, they may NOT return the following day but may return on the 2<sup>nd</sup> day if they have been free of symptoms for 24 hours.

If your child is diagnosed with a communicable illness, such as but not limited to hepatitis, measles, strep, mumps, chicken pox, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, whooping cough or shigella, you MUST notify Great Escape immediately. We are required to file a report with the Health Department, post warnings and hand out confidential exposure notices to parents of children with confirmed exposure. Confidentiality will be maintained.

If your child has been exposed to a communicable illness outside of the program, you are required to notify the Director. The Director maintains the discretion of barring the child from the program for the duration prescribed by the child’s physician or by the local Health Department.

### **Accident or Injury of a Child**

An emergency release and waiver of liability form, completed and signed by a parent, is required for enrollment.

Procedures for injury at the Great Escape facility or on a field trip:

- For Life Threatening or Serious Injury
  - 911 will be called immediately.
  - Parents will be notified.
    - If parents are not available, persons on the release and waiver of liability form will be called.
  - If ambulance transportation is required, a staff member will accompany the child until a parent or guardian arrives.
    - The emergency release and waiver of liability form will be pulled and taken with the child for medical information.
  - Great Escape reports to the Colorado Department of Human Services in writing immediately after any accident or illness requiring medical treatment by a physician or other health care professional or hospitalization – within 24 to 48 hours.
  - Parents will receive a copy of the Accident Report completed by the teacher and Director.
- For Non-Life Threatening or Minor Injury (scrapes, bumps, bruises, etc.) at the Great Escape facility or on a field trip:
  - Staff member will attend to the child.
    - By law only soap, water and adhesive bandages may be applied.
  - Parents will receive a copy of the Accident Report completed by the teacher and Director.

## **Allergies**

Our facility is considered a “PEANUT FREE” and “Allergy Aware” zone. Due to the number of food allergies across our school students may not share their lunches with others. Individual classrooms may have other food restrictions if a severe allergy is present.

Teachers are supplied with a list of children with allergies, specifically the inability to consume certain food or beverages. The list will also be in the Great Escape office.

## **Birthdays**

All birthdays will be recognized within the classroom. Please coordinate with the classroom teachers if you choose to send an unopened, store-bought treat to celebrate your child’s birthday. Classroom teachers must be aware of ingredients to account for any food allergen exposure.

## **Snacks**

Snacks which meet USDA guidelines, as per the Colorado Office of Early Childhood regulations, will be provided daily to all classes. Parents do not need to provide snacks. Snacks will include healthy offerings such as apple sauce, cheese sticks, fresh fruit, veggies, yogurt, graham crackers, goldfish, etc. If your child has an allergy or intolerance for certain foods, you are required to bring a healthy snack option that we can provide to them.

## **Closures and Emergency Procedures**

An emergency is an unexpected event that places life and/or property in danger.

The Director, Assistant Director, or person in charge in their absence, will coordinate action plans for all emergencies. Staff members will follow the Great Escape emergency protocol and the LUMC Preparedness Plan. Staff members must always carry the classroom sign-in device and emergency backpack. The emergency backpack contains emergency supplies and contact information for all students, which allows the staff to conduct accurate counts of children and to notify parents in the event of an emergency. Parents will be notified by telephone, email, or text if an emergency develops.

If a parent cannot be reached, the Emergency Information sheet will be used. Parents should always keep Emergency Information up to date for the protection of their child in the case of illness, injury, or emergency.

### **Program Closures**

Great Escape will be closed for Thanksgiving Break, Christmas Break, New Year's, Martin Luther King Day, President's Day, and Spring Break. The Director has the authority, in inclement weather, or for student safety, to close the school. Parents will be notified via email, Facebook and/or phone if a closure happens during the school day. A parent may be asked to assist with making the calls. Sufficient staff will remain to guarantee the safety and comfort of all children until picked up.

On days of inclement weather, a decision on closure will be made by 7:30 a.m. Parents will be notified similarly and through Denver Channel 9. Staff will be notified via phone, text, or email.

Staff will be paid for snow days, but NO tuition refunds or credits will be issued for snow or emergency closures to parents (or staff parents).

### **Safety Drills**

Safety drills are held on a regular basis, as required by the South Metro Fire / Rescue, to ensure staff and children understand safety & security procedures. All classes and staff members participate in checks. A log of safety drills with date, time and type of check is maintained in the Director's office.

Staff members should follow the posted procedure, located in the classroom near the doorway, for the appropriate check being practiced.

- Line students up and conduct a count.
- Turn off lights and close windows and doors.
- Calmly exit the classroom utilizing the primary exit as shown on the evacuation map in the classroom. If your primary exit is blocked, exit utilizing the secondary exit.
- Take the TABLET digital sign-in/out device, radio and emergency backpack with student information, first-aid kit, and emergency medication.
- Conduct a count upon reaching designated safe area.
- Be prepared to keep children quiet and safe for duration of drill.
- Director will advise when you can re-enter the facility.
- Do NOT re-enter the building for forgotten items.

## **Hold – IN YOUR ROOM, CLEAR THE HALLWAYS**

There may be situations that require students to remain in their classrooms. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

The emergency protocol for HOLD is doors will be closed and locked. No one will be allowed in the hallway. Classroom activities will continue as normal. Children on the playground will be brought indoors. The Great Escape leader in charge will notify staff via radio or cell phone when it is safe to return to a normal school day mode and move around the facility.

## **Secure Perimeter – GET INSIDE, LOCK OUTSIDE DOORS**

A secure perimeter is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground area, SECURE uses the security of the physical facility to act as protection.

The emergency protocol activated is where all outdoor activities move inside, and all exterior doors are secured. Planned activities may continue but restricted to the building interior. Exterior facility doors are locked, and regular activities continue within the building. Children on the playground will be brought indoors. The Great Escape leader in charge will notify staff via radio or cell phone when it is safe to be outside the facility.

## **Lockdown – LOCKS, LIGHTS, OUT OF SITE**

A lockdown is called when there is a threat inside the building. From parental custody disputes to intruders to an active assailant, LOCKDOWN uses classroom and school security actions to protect students and staff from the threat.

The emergency protocol prevents movement within the facility. Staff and children will remain in place and doors secured until advised by immediate responders that the threat has been neutralized. Immediate responders may advise and escort staff and children to a designated safe room. In the event of a lockdown, no persons will be allowed in or out of the building for the duration of the lockdown.

Exterior, hallway, and classroom doors will be closed and locked. Staff will turn off lights and direct students to sit quietly so they are out of the line of sight through windows and glass in doors. All curtains and blinds will be shut. Students will not be excused from the classroom for any reason.

Staff will clear all children from the hallway, play areas, etc. and secure themselves in the nearest, safest classroom or the Way Station if a group is on the playground. Classrooms will remain locked, and windows covered until safety has been restored.

Each classroom will be contacted via text to ensure have students are accounted for. Staff will communicate back to program leadership via text in order to maintain silence. Parents should not call the classroom teacher as they are focused on your child's safety.

In the event of a lockdown, no persons will be allowed in or out of the building for the duration of the lockdown. No exceptions will be made. Parents will be notified by telephone or e-mail when it is safe to pick up their child/children at LUMC or a reunification site.



## **Evacuation – TO A DIFFERENT LOCATION**

Evacuate is called when there is a need to move people from one location to another. Most often, evacuations will be necessary when there is a fire, heating/ventilation system failure, nearby gas leak, or bomb threat.

The emergency protocol for evacuation from the building is staff will take children and visitors to the nearest exit and muster in the designated safe area in the northeast corner of the parking lot. If the weather is inclement, children will be taken to the Way Station building. Staff will check each classroom area, including bathrooms as well as all other facility areas currently being used by the program at the time of the evacuation. These same persons will go to the designated safe area and perform a second head count utilizing the tablet digital sign-in/out device to verify everyone is out of the facility. No one will be allowed to re-enter the facility until the appropriate authorities give the clearance to enter.

## **Shelter**

Shelter is called when a specific protective action is needed based on a threat or hazard. Hazards could be tornado, earthquake, hazardous materials, or other local threats.

The emergency protocol for Shelter is moving to the nearest designated safe room or hallway until notification or determination that the situation has been resolved.

Upon notification from authorities that weather or other shelter-in-place emergency is present, children will be guided to the designated safe hallway or room. Staff will seat the children with their back to the wall (as able), for the duration of the alert and remain in this location until directed to return to your classroom.

Staff will contact parents to pick up the children if the authorities feel the children may be safely released and are unable to complete their class day. Parents will be instructed where to pick up their child.

The Director, at any time, may cancel classes until it is safe to resume. All parents will be notified of such action if the situation occurs.

## **Reunification**

If an emergency event required Great Escape to evacuate the property, all children will be taken next door to the Bradley House, 5844 S. Datura Street. Children will be reunified with parents and/or guardians at this location. Parents/guardians must have proper identification for reunification to take place.

## **Emergency Release of Children**

If an emergency release of children from Great Escape is necessary, parents will be notified of pick-up instructions. Notification may be made via telephone, email, text, school website, or Denver Channel 9 news. Students will be released only to persons listed on the student's emergency contact sheet. A photo ID will be required of everyone, no exception. NO student will be released to a friend, neighbor or relative unless they are on the emergency contact information sheet. No phone calls or notes granting permission for others to pick up children will be accepted.

## **Missing Child(ren)**

Parents and the program share responsibility to insure the presence and safety of each child.

### **Parent's Responsibility**

1. Parent or Guardian will contact Great Escape to report absences or late arrivals.
2. Parent or Guardian will follow sign-in/sign-out procedures.
3. Parent or Guardian may not leave a child in a classroom without a prepared staff member.
4. Late arrival for a field trip requires that the parent and the teacher must notify the Director that the child has joined the class on the field trip.

### **Program's Responsibility**

1. Children are never unsupervised. Staff aides cannot be left alone with children per the Department of Human Services regulations.
2. Head counts will be conducted several times per day by classroom staff during transitions.
3. One adult is leading the line of children while one adult is at the end, ensuring no children are left behind.
4. Lead teacher reviews the sign-in/sign-out form daily.

## **Missing Child**

Upon discovering a child is missing, the Teacher will immediately begin a search and inform the Director. The Director immediately develops an action plan to include:

1. All available Great Escape and LUMC staff will search for the child(ren) for 10 minutes.
2. After 10 minutes, the police (911 Emergency) will be notified.
3. Immediately thereafter, the parents will be notified.
4. The search will continue until police have arrived and taken over the program's action plan.

The Director is required to submit a written report to the Department of Human Services immediately regarding any lost child or situation where local authorities have been contacted.

## **Parent Teacher Conferences**

Parents will receive two progress reports (November and April) and will also have the opportunity to schedule parent/teacher conferences twice a year by signing up for a time slot that works with your schedule. During this time, parents and teachers will discuss how transitions are supported for each child from the home to school setting, and in April from the current to the new classroom. Parents fill out an information form as part of their child's enrollment. This form gives the staff important information about the child and allows staff to prepare and discuss transitions during conference times.

## **Special Programs**

Throughout the year Great Escape offers field trips, Halloween Parade, Thanksgiving, outside discovery, and semi-annual Music Programs.

### **Music & Movement**

A teacher-lead daily music activity is offered to all children enrolled. Our music teacher incorporates singing, movement, instruments, and listening activities.



The Great Escape children perform two Music Programs (Christmas and Spring) in which the children sing songs they have learned for an audience of family and friends. The program is thematically based, and each age group performs songs related to the theme. The program will be held in the Sanctuary of LUMC with a reception

immediately following in Grant Fellowship Hall. All children will perform together on one night. We ask that all parents stay for the entire program. Please be respectful to the children who are performing and not talk with those around you. We also ask that, if at all possible, please leave your little ones at home. This is a night for your Great Escape child to spend some special time with family.

### **Chapel**



Chapel Time is a monthly enrichment led by the Director of Children's Ministries. Short faith-based lessons follow a scope and sequence introducing faith concepts and Bible stories while coordinating with the Great Escape calendar of curriculum through songs, stories, prayers, and blessings.

### **Field Trips**

On-site field trips will take place daily to the music room and the playgrounds and monthly trips to the Chapel. Classes also take field trips to Grant Fellowship Hall on indoor recess days when the weather is inclement. All these field trips are within LUMC property, but outside of our secured Great Escape facility.

Off-site walking field trips will be taken by the Preschool classes to Gallup Park, Bemis Library and Littleton Historical Museum. All children must have signed permission slips before attending. Parents/Guardians will be required to sign and return the Liability Release form prior to the field trip. Chaperoning parents are needed to accompany each class. Field trips are within walking distance of Great Escape.

### **Movies & Videos**

Occasionally, short, age-appropriate videos/movies may be shown in the classroom during rest time or as an enrichment activity. If a video will be shown that day, it will be displayed next to the sign-in/sign-out tablet device in the morning. At the beginning of the year, parents sign a permission form for video viewing.

Circumstances arise when parental pre-approval is impossible (extreme weather changes, cancellation of a special event, etc.). All videos/movies will be rated G and less than one hour in length and will be watched either in the classroom or in the Children's Area Theater.

Toddler classes (Bunnies, Ducklings, Lambs, and Ponies) will not be shown videos/movies as per the Colorado Department of Human Services regulations that television and video viewing is prohibited for children less than three (3) years of age.

## **Communication**

### **Facebook Page**

Great Escape has a Facebook page that we update with events and activities that are going on in the program. We encourage all of our families to like us and visit us on Facebook to ensure you are up to date.

### **Weekly E-mail**

Staff members will send weekly classroom specific emails every Saturday or Sunday informing you of the upcoming week's events and activities. It will also let you know about the curriculum themes and if there are some extra fun events coming up in the weeks ahead. Please make sure to fill out the proper form to make sure that you are on the e-mail list

### **Monthly Newsletter**

A newsletter will be sent via email during the first week of the month to inform you of events happening at Great Escape and Littleton United Methodist Church. Please take time to read, these newsletters are our main source of communication with our families.

### **Parent Communication Board**

The Parent Communication Board is located on the wall opposite the double glass door entrance. Check this board daily for updated information and notices.

### **Parent Resource Center**

The Parent Resource Center is located near the Parent Communication Board. The Center contains information on community resources along with parenting and childcare books.

### **Great Escape Advisory Board**

The Great Escape Advisory Board is the governing body of the Great Escape Program. The primary responsibilities of the Advisory Board are to formulate the purpose, policies and plans for Great Escape and provide guidance in the execution of the plans.

### **Concerns**

Classroom concerns should be addressed with the teacher(s). Program concerns should be addressed with the Director. If needs are still not being met, the Director will present the concerns to the Great Escape Advisory Board. We are here to meet the needs of the individual child. Your input is valued.

If you have a complaint concerning the licensing of this facility, please do so with:

The Division of Child Care  
Colorado Department of Human Services  
1575 Sherman Street  
Denver, CO 80203-1714  
(303) 866-5958

You are an essential part of this program. We strive to work with you in whatever ways we can to make this program a wonderful experience for you and your child(ren). We hope you have a terrific year!

## 2023-2024 School Year Calendar

August 30th	Back to School Night
September 5 <sup>th</sup>	First Day of School
September/October TBD	Fall Picture Days
October 18 <sup>th</sup> and 19 <sup>th</sup>	Donuts with Dad
November 22 <sup>nd</sup> - 24 <sup>th</sup>	Thanksgiving Break GE Closed
December 14 <sup>th</sup>	Christmas Music Program
December 22 <sup>nd</sup> to January 7 <sup>th</sup>	Christmas Break GE Closed
January 8 <sup>th</sup>	School Returns
January 15 <sup>th</sup>	MLK Day GE Closed
February 19 <sup>th</sup>	President's Day GE Closed
March 8 <sup>th</sup>	Closed Friday for Early Childhood Conference
TBD	Spring Picture Days
March 25 <sup>th</sup> -29 <sup>th</sup>	Spring Break GE Closed
April 11 <sup>th</sup>	Spring Music Program
April 29 <sup>th</sup> – May 3 <sup>rd</sup>	Teacher Appreciation Week
May 8 <sup>th</sup> and 9 <sup>th</sup>	Muffins with Mom
May 21 <sup>st</sup>	Pre-K Graduation
May 23 <sup>rd</sup>	Last Day of School
May 24 <sup>th</sup> - June 3 <sup>rd</sup>	Great Escape Closed
June 4 <sup>th</sup>	Summer Program Begins
July 1 <sup>st</sup> – July 5 <sup>th</sup>	Great Escape Closed
July 9 <sup>th</sup>	Summer Program Resumes
August 15 <sup>th</sup>	Summer Program Ends