



1833 Sunset Place
Longmont, CO 80501
720-494-1622

Parent Handbook

Dear Parents,

Welcome to Mountain Peak School! We are honored that you have made us your choice for your child's education. We strive for excellence in academics, balanced by a commitment to healthy bodies and positive, responsible self-image. We see ourselves as partners with you, working toward the common goal of nurturing a well-rounded, enthusiastic learner.

So, feel free to come in and hear the laughter...feel the energy...see the genuine caring. Thank you for your trust in us! We are proud to be preparing today's children for the future. It is our privilege to be part of your child's life.

Tom & Alison Buckett
Owners

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Who We Are

Mountain Peak School is a nonsectarian, independent school offering classes for preschool through 6th grade. Mountain Peak strives for excellence in academics enhanced by a strong commitment to physical education.

Our curriculum balances traditional learning with exciting interactive activities, using programs like Zoo-Phonics with the younger students, and games and simulations with the older students. Explorations in all disciplines create an effective atmosphere for students to grow and flourish. All of our classes are taught by licensed teachers. And because studies have shown that large class sizes adversely affect learning, we are committed to keeping our classes small.

We recognize that each child is unique and can be at a different developmental stage than his/her peers. Mountain Peak feels that it is the responsibility of the teacher to present a large variety of information and then to individualize activities based on each child's needs and capabilities.

Mountain Peak also promotes a sense of pride in one's work, personal responsibility, learning how to learn, and a sheer joy of learning. Daily physical education classes encourage children to adopt lifelong healthy lifestyle practices.

Who We Serve

Ages of Children Accepted

Mountain Peak School is licensed for children ages 2 1/2 through 15. Children that are not yet 3 on the first day of the school session, but will turn 3 by December 31st, may be admitted with Director approval.

Underage Kindergarten Policy

Mountain Peak School does not have the same entrance age requirements as public schools do. Children who turn 5 by December 31st may be admitted with Director approval. A form must be signed by parents/guardians enrolling underage Kindergarteners or 1st Graders, acknowledging that if they choose to send their child to a public school the following year, grade placement will be per their district policy. Please refer to your child's school district for their current policy.

Admittance

To be admitted to Mountain Peak School, the following criteria must be met:

- Space must be available in the child's class level. Placement of students is at the discretion of the classroom teacher and the director or director-designate.
- A meeting with the parent/guardian, child, and staff member must satisfactorily determine that this is the environment that best serves the needs of the child.
- A registration form must be completely filled out and submitted with a non-refundable registration fee.
- A signed tuition contract must be submitted to the school office.
- Medical, emergency, and permission forms must be completed and submitted prior to the start date.
- State licensing laws require all necessary forms (birth certificate, health form, immunizations records, etc.) be on file within 30 days of start date. Failure to submit necessary forms within the required time frame may result in the child not being able to attend until file is complete.

- Parent/guardian must agree to abide by the school policies and procedures as set forth in this handbook.

Attendance

It is in your child's best interest to attend school regularly and arrive on time for class. When children miss school, arrive late, or leave early, they miss valuable learning opportunities. Absence, tardiness, and early dismissal from school for reasons other than illness are highly discouraged. Colorado Compulsory Attendance law applies to all students who have attained the age of six years on or before August 1 of each year. Please refer to the Colorado Department of Education compulsory attendance policy C.R.S. 22-1-114 under legal requirements for non-public schools regarding attendance requirements. Many activities that we do in class such as read-alouds, games, simulations, etc. cannot be made up. If your child is sick, please keep him/her home and call us at 720-494-1622 with the reason. A doctor's note will be required when a child misses more than 5 consecutive days due to illness.

Our Views on Discipline

Mountain Peak School recognizes the need for behavioral boundaries to insure the safety and well being of all our students and staff. Procedural rules must also be followed to create an optimal learning and working environment. Clear rules will be developed within each classroom in addition to standing school rules. Warnings and clear consequences must be communicated to those breaking the rules. Parent conferences will be required when deemed necessary by Mountain Peak staff, clearly outlining student and parent responsibilities. Habitual offenders may be subject to dismissal. Under no circumstances will corporal punishment be used.

Absences/Make Up Work

Students may be absent due to illness, accident, quarantine, attending funeral services or observance of religious holidays. Please try and schedule all medical, dental, and other appointments outside of the regular school day. We also strongly request that vacations be planned for times when school is not in session. Not all missed work can be made up. Missed assignments that can be made up, must be made up by your child within a time frame established by the classroom teacher. Students that are ill or planning to be out 4 days or less may arrange for assignments to be sent home and completed during the absence. Students that are out longer than 4 days (other than illness) will be required to complete a math journal, a writing journal, and a reading log. Please contact your child's teacher to arrange this. Any other work cannot be made up and depending on the length of absence may affect the child's grade for that quarter. Participation in the Holiday Program (except for religious reasons), Science Fair and Talent/Art Show is required for K-6th graders. Participation in the Holiday Program (except for religious reasons) and Talent/Art Show is highly encouraged for all preschoolers. Students who do not participate in the programs or fair will be given a make-up assignment to complete outside of school.

Accidents

In the event that your child should be involved in an accident at school, a trained staff member will assess the severity of the injury. If emergency treatment is deemed necessary, 911 will be called. In all cases, an accident report will be filled out, filed with the Director, and parents will be notified.

Our School Schedule

7:15 a.m.	The building is open for before school care
8:15	Classes begin promptly for K-6th
8:30	Class begins promptly for preschool
11:15	Preschool dismissal
11:30-12:30	Preschool & Elementary lunch/recess "A"
12:00-1:00	Elementary lunch/recess "B"
12:30	Class begins promptly for Pre-Kindergarten Final pick-up time for preschoolers staying for lunch
3:15	Pre-Kindergarten-6 th grade dismissal
5:15 p.m.	Final pick-up time for after school care Note: Building closes after last child is picked up.

Special Services

Mountain Peak School does not have a special services team. Parents of children needing supplementary support or therapy will need to arrange and pay for this on their own. In addition, paperwork must be on file with the school allowing staff to obtain records from and communicate with any specialist currently working with the student or who has been seen in the past three years. All information will remain confidential and will be used solely to improve the child's educational experience.

Services Offered for Special Needs Children

In compliance with the Americans with Disabilities Act, no child will be denied acceptance based solely on a disability. Each case will be examined individually, and if services can be provided in the least restrictive environment, without undo burden to the school and without posing a danger to other students, the child will be accepted.

Emergency Procedures/Policies

Mountain Peak School Practices monthly emergency drills and trains all staff members in emergency procedures.

In the case of **fire** and other emergencies necessitating evacuation from the building

- a) Alarm will be activated by staff member.
- b) Staff will escort children out of and away from building, following routes diagramed on posted maps. If primary route is blocked, secondary route is to be followed.
- c) Staff will take class lists with them and verify that all children in their care are accounted for. Any discrepancies are to be immediately brought to the attention of the Director or Substitute Director.
- d) A designated staff member is responsible for insuring that emergency personnel have been contacted, that all students are out of the building, and all staff and visitors are accounted for.
- e) In the event that children cannot re-enter building, a designated staff member will call parents notifying them to pick up their child.

In the case of **tornado** and other emergencies necessitating indoor shelter protocol

- a) Verbal alarm will be given by the designated staff member.
- b) Students will gather in the multi-purpose room, sitting against the walls.
- c) Staff will take class lists with them and verify that all children in their care are accounted for. Any discrepancies are to be immediately brought to the attention of the Director or Substitute Director.
- d) The designated staff member is responsible for insuring that emergency personnel have been contacted and that all students, staff and visitors are accounted for.
- e) Calls to notify parents of changes in pick-up routine will be made by designated staff members, if necessary.

Procedure for Identifying Where Children Are at All Times

- 1) Parent/guardian will sign child in and out each day
- 2) Attendance will be taken at the beginning of each class, and after lunch for full day classes. Teachers will check status of any missing student by checking sign in sheet.
- 3) Each teacher is responsible for posting (on the classroom door) the location of the class when not in the regular classroom.
- 4) A headcount is to be performed anytime the class travels from one space to another outside the regular classroom. Discrepancies are to be reported to the Director immediately.

Lost children

- a) As soon as staff notices a missing child, the Director or Substitute Director is to be immediately notified.
- b) The Director or Substitute Director will verify with the sign in sheet that the child should still be at the school.
- c) Available staff will quietly and methodically search the premises.
- d) If, after the initial search, the child is not found, the Director or Substitute Director will call the parents to inform them of the situation and ascertain that the child has not been picked up.
- e) Simultaneously, a second search of the premises, as well as surrounding areas, is to be conducted by available staff.
- f) If the child still cannot be located, the Director or Substitute Director will call the Police Department.

In the case of **inclement or excessively hot weather**

The need to close Mountain Peak School based on inclement or excessively hot weather will be determined by the Director. Parents may find closure information on the following TV stations: Channel 2, 3, 4, 7 & 9 and Radio Stations: 850 & 1060AM and 91.5, 98.5 and 101.1FM.

The school will also have a telephone recording (720-494-1622) and a message on the school website (www.mountainpeakschool.com). In the event that school must close early, parents will be called first, and then emergency contacts will be notified if parents cannot be reached. The designated staff member will remain at the school until all students have been picked up.

Birthdays

Parents who wish to have their child's birthday celebrated at school may send a treat with them to be distributed by the teacher to the class. Invitations to parties outside of school may only be distributed at school if all classmates are invited. All other invitations should be handled outside of school utilizing the student directory.

Diapering and Toilet Training

The Mountain Peak staff does not do diapering (unless a medical problem or disability demands it). We ask that any children who are not completely toilet-trained use a disposable training pant (such as Pull-Ups) and that the parent supply extras each day (as needed). All children will be encouraged to use the toilet during the day, and all may go anytime it is needed.

Dress Code

School is an experiential environment, so you should expect that your child will at times get messy. Please keep this in mind when your child is dressing. Shoes with socks must be worn at all times. Only shoes with closed toes and heels may be worn for safety, health and insurance reasons. No flip flops or sandals allowed. Mountain Peak students have PE class every day. The appropriate footwear for PE has a flexible rubber sole with ties or Velcro closure and gives plenty of support to the feet and ankles. Children should have appropriate footwear for school every day for recess and other activities. Hats may not be worn in the classrooms. Also, suggestive clothing or slogans that may be offensive should remain at home. The Director has the final word on what is acceptable.

Early Arrivals

Classrooms are available fifteen minutes before each class start time. Children arriving before that time must wait in the lobby with a parent. If they join children already at school, child care costs will be billed.

Field Trips

- Field trips are chosen by the Classroom Teacher to enhance a lesson or reward behavior.
- Parents will be notified by written notice in advance of the field trip.
- An adult to child ratio of 1:4 for 3 and 4 year olds and 1:6 for 5-13 year olds is required.
- For safety reasons, all students must wear their school shirt or sweatshirt on field trips(unless otherwise instructed by teacher). If a child does not wear a school shirt or sweatshirt on the day of the field trip, one will be provided for the student and a fee will be charged.
- Students may be excluded from participating if they have attended less than 20 days of class, do not have appropriate clothing or equipment as notified prior to the trip, do not have a permission form on file, or are deemed by the classroom teacher and Director to be a safety risk.

- If a child arrives at school and his/her regular class is away from the building, the parent can either take them to the site of the trip, wait with the child at school until the class returns, or take them home.
- Walks in the neighborhood and P.E. walk days are not considered field trips. If you do not wish your child to participate, please inform his/her teacher.
- Students are expected to demonstrate proper behavior during field trips. Any child not doing this may be returned to school. Non-inclusion in the next trip may also apply.

Transportation for field trips may need to be provided by private car and/or the school van. Drivers must have a valid drivers' license, auto insurance (photocopies of which must be on file at the school), and a car equipped with approved safety restraints (this includes car seats and booster seats when dictated by law). Signed permission forms for each child traveling in the vehicle must be on file.

Homework

Homework is assigned to compliment what is being taught at school or when additional practice is needed. This includes activities such as reading at home, practicing math facts, writing spelling words, and studying for tests. These activities may require parent help. Special projects and reports **must be done by the student** unless the teacher has indicated otherwise.

Items Students Need To Have At School

Mountain Peak provides all school supplies. We do ask that students provide the following items to have at school each day:

A backpack or canvas bag

Athletic shoes and socks (for PE and as "spares")

Sweatshirt or sweater

A complete change of clothes (including underwear and socks). **Please label everything!**

Library Books

All children have the opportunity to take home books from the school library and/or the classroom. It is expected that the book will be returned by the specified date in good condition.

Overdue notices will be sent home with the student when a book has not been returned. Parents are responsible for the replacement cost of the book if it is lost or damaged. A book is considered lost if it is not returned after the second overdue notice.

Illness

Please, for the comfort and safety of all children and staff, do not bring your child to school if he/she is ill. If your child exhibits symptoms of illness during the school day, you or your emergency contact will need to pick her/him up. Rashes, fever, respiratory ailments, sore throats, headaches, vomiting, and diarrhea are all “red flags” that should be looked at more closely. “If in doubt, please keep them out.”

Please contact us when your child is ill and describe the illness. If a specific diagnosis has been made, e.g. strep throat, conjunctivitis, chicken pox, etc., please let us know so that other families can be alerted. Conditions that require that your child be excluded from school activities include the following:

Chicken Pox	Until 6 days after rash develops or until sores have crusted.
Conjunctivitis (pink eye)	Until 24 hours after treatment initiated. A note is required if doctor chooses not to treat your child.
Diarrhea	3 or more episodes during past 24 hours, until diarrhea resolves.
Head lice/scabies	Until 24 hours after treatment.
Hepatitis A	For 1 week after onset, or as directed by health department.
Rash	With fever or joint pain; health care provider diagnosis necessary.
Respiratory illness	May attend with simple colds. Seek medical advice for ear pain, large amounts of yellow-green nasal discharge, extreme sleepiness, or fever.
Ringworm	May return after treatment starts.
Shingles	Only if sores can't be covered; until sores are crusted.
Skin infection (Impetigo)	Until 24 hours after treatment.
Strep Throat	Until 24 hours after antibiotics and fever free.
Vaccine Preventable Diseases	Until judged not infectious by the health care provider.
Vomiting	2 or more episodes during past 24 hours, until vomiting resolves, or proven non-infectious.
Fever	Any fever over 100* F when accompanied by other signs of illness.

Meals

Full day students, and extended day students attending over the lunch hour, must bring a lunch. A refrigerator and microwave are available.

Lunches must require no more than 2 minutes of heating time, and be ready to make (i.e. not wrapped in foil, bowl provided, etc.)

The lunch should supply 1/3 of the child's nutrients for the day. Carbonated beverages are not allowed. If a child does not have a lunch, a meal will be provided by the school and a fee will be charged to the child's account.

Outdoor Play

Outdoor play is a valuable part of the school day. Full day students go outside to play **daily** unless there is inclement weather, if lightning is in the area, or if the playground is too wet or icy. Please be sure your child has appropriate outerwear each and every day (which may include boots, hats and mittens or gloves). Jacket policy: Children are encouraged to wear jackets outside when deemed necessary by their teacher. Once outside, for grades 1-6, it is the child's prerogative to continue wearing it.

Parent/Teacher Conferences

Frequent communication between the parent/guardian and the teacher improves the student's learning, behavior, and social and physical growth. Parents/guardians and Classroom Teachers are expected to participate in scheduled conference times as well as additional conferences arranged at the request of either party. In addition, written observations and evaluations may be sent home by the classroom teacher.

Parties and Special Events

Holiday & Birthday celebrations take into account the feelings and beliefs of all of the children involved and their families. Parents are encouraged to discuss with teachers how family traditions, ethnic celebrations and faith practices can best interrelate with school. Parents may request that their child not participate, and an alternate activity will be offered.

Payment Policy

All tuition and childcare payments must be made by the due date unless other terms are agreed upon in advance with the Business Manager.

Failure to remain current will result in the following actions:

- Late fees: A late fee of \$25.00 will be charged for payments not received within 5 days of the due date.
- If tuition becomes 30 days delinquent, parents will be notified in writing that their child(ren) will not be allowed to return to school or begin school in August, until all payments are made current and late fees are paid, or other arrangements are made with the business manager. School records remain the property of Mountain Peak until all financial obligations are met. A finance charge of 5% per month will also be assessed on the outstanding amount until paid.
- There will be a \$20.00 fee for a returned check.
- **After care penalties**

After hours penalties: \$6.50 (up to 15 minutes late), \$15.00 (up to 30 minutes late), and \$30.00 (up to 45 minutes late). If children are not picked up by 5:30 p.m. MPPS staff will contact parent/guardian or the emergency contact. If contact cannot be made, or satisfactory arrangements cannot be made, Social Services will be contacted at 6:15 p.m. and their instructions will be followed.

Personal Items and Money

Mountain Peak School is not responsible for lost or damaged personal items, including money, which students bring to the school. Reasonable care will be taken by staff to protect all private property. Children may not sell, trade or give away personal items at school.

Releasing Children from School/Safety When Leaving the Building

Children are not to go outside the building unless accompanied by an adult. Parents, please supervise your child closely while signing out to insure his/her safety. Mountain Peak staff will have a list of persons authorized to pick up children.

Anyone not recognized by staff must present a picture ID to verify that they are the authorized person. A signature is required on the sign out sheet. If your child arrives early for the Pre-K class please open and close the playground door for them if they are going outside to play, as this is a safety issue.

Report Cards/Progress Reports

Report Cards/Progress reports are given at the end of each **quarter** for Kindergarten-6th grade. Progress reports are given at the end of each **semester** for preschoolers.

School Equipment

Students are expected to respect school property. Any items provided by the school that are lost or destroyed will be charged to the parent/guardian.

Snacks

A nutritious snack will be served in the morning to all students present at serving time. Snack will also be provided during the afternoon Pre-kindergarten class. An additional snack will be served to children who are in after school care until 4:30pm or later. We require children to taste each snack. Unless your child has food allergies (**which must be listed on the blue emergency card**), we ask that you do not send snack food from home. A snack schedule is posted in the lobby each week. Children with dietary restrictions due to cultural, religious or personal reasons need to notify the director, note it on the blue emergency card, and complete the food/allergy restriction form.

Tardies

Children coming in to class late interfere with the start-up of an optimal day of learning for both the tardy child and the class. Please arrive early enough to take care of your personal items and be in the classroom on time. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, excessive tardiness will result in a conference with staff to rectify the problem.

Television & Video Viewing

These activities are to be chosen by the classroom teacher to enhance a lesson or reward behavior. Content will be appropriate for the viewing age group as determined by the Director. Age appropriate videos may also be shown for children in after school care.

Testing

Students in Kindergarten-6th grade will be given placement tests at the beginning of the school year to help determine the proper curriculum and educational goals. Nationally recognized achievement testing will take place in April for all students, including preschoolers.

Visitors

Parents and visitors are welcome at all times. Drop-in visits are restricted to **observation only**, to minimize disruption of routine and learning. Appointments may be made for a more active interaction, for conferencing, tours of the facility, etc. All visitors must sign in, provide picture ID if requested, and provide a valid reason for being in the facility. The Director or Substitute Director has the authority to limit access if the safety and well being of the children is in question.

Filing a Complaint

Concerns and questions may always be directed to the Director or Board of Directors. For concerns about suspected licensing violations, complaints may be filed with:

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

Parents should report suspected child abuse or neglect to the Boulder County Department of Social Services at 303-678-6000 or to the Longmont Police Department.

Notification of Withdrawal or Dismissal

- In the event that a child withdraws from the school after a tuition contract has been signed and before the end of the school year, parents/guardians must notify the school in writing, including the reason for withdrawal. Requests for tuition refunds/contract cancellations will be considered only under the circumstances as set forth in the tuition contract.
- Mountain Peak reserves the right to dismiss any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Refusal or inability by a parent to follow Mountain Peak's policies may also result in dismissal. In the event that a child must be dismissed from the school, written notification detailing the reason(s) will be sent to the parent/guardian. A conference with the Director and Board of Directors may be requested by the parent or guardian or Director to propose alternatives to the dismissal.
- An exit interview, personal or written, may be requested by the school or by the parent/guardian.
- Copies of the child's records may be obtained within 3 years by the parent/guardian. School records remain the property of Mountain Peak until all financial obligations are met. A signed Request for Records form must be provided.

Allergy Policy

Mountain Peak School recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above-listed foods can suffer more serious consequences. Mountain Peak Private School is committed to student safety, and therefore has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

Family's Responsibility

- Notify the school of the child's allergies.
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, during snack time and lunchtime, in after-care programs, and during school-sponsored activities.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - * Safe and unsafe foods
 - * Strategies for avoiding exposure to unsafe foods
 - * Symptoms of allergic reactions
 - * How and when to tell an adult they may be having an allergy-related problem
 - * How to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

School's Responsibility

- Review the health records submitted by parents and physicians.
- Identify a core team including, but not limited to, teacher, snack coordinator and director to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine.
- Designate school personnel who are properly trained to administer emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips/class cooking projects/celebrations, etc. with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Classroom items causing an allergic reaction will be removed or replaced, if reasonable.
- Reinforce the school rule of not sharing food at school, as well as reminding students to wash hands and to not put things in their mouth.
- MPPS may require the parents to provide their own snacks to ensure the student's safety.

Student Responsibilities

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Mountain Peak School will strive to provide food for snacks that all students may enjoy. In the case of a student with multiple or unusual allergies, however, Mountain Peak may require the parents to provide snacks for their child. The school cannot guarantee that products containing allergens will never be present at school. Likewise, we cannot monitor food products brought for potlucks or celebrations, or served on off-campus trips. However, the risk of accidental exposure to foods can be reduced in the school setting if staff, parents, students, and physicians work together to minimize risks and provide a safe educational environment for food-allergic students.

