



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

AMERICAN ACADEMY

KindiePrep Parent Handbook

.....

TABLE OF CONTENTS

.....

TABLE OF CONTENTS 2

OVERVIEW 4

About This Handbook 4

American Academy KindiePrep Mission 4

American Academy KindiePrep Purpose and Philosophy 4

SECTION 1: SCHOOL ORGANIZATION 5

American Academy Organization Structure 5

Board of Directors 5

 Board of Directors Members 5

 Board of Directors Meetings 5

Leadership Team 5

Teaching Staff 5

Student Support Services Team 6

Office and Support Staff 6

SECTION 2: SCHOOL OPERATIONS 7

Office Communication 7

 Office Hours 7

 Contact Information 7

Forms and Immunization Records 7

School Enrollment and Fees 7

 Ages of Children Accepted 7

 KindiePrep Hours and Schedule 7

 Deposit 8

 KindiePrep Tuition 8

 ExtraCare Hours and Fees 8

Enrollment Procedures 10

Kindergarten Readiness Procedures 10

Attendance Procedures 10

 ATTENDANCE LINE 10

Drop-off/Pick-Up Procedures 11

Sign-In and Sign-Out Times.....	11
Pick-Up Authorization.....	11
KindiePrep Late Drop-Offs	11
KindiePrep Late Pick-Ups.....	11
School Closures and Delays.....	12
Lunch and Snack	12
Outdoor Play	12
Health Care.....	12
Allergies or Other Health Issues	12
Medication.....	13
Illness and Injury	13
Communicable Illness.....	13
Diapering/Toileting	13
Safety	14
Supervision of Children	14
Lost Child Plan	14
Crisis and Emergency Response Plan.....	14
Reporting Suspected Child Abuse	14
Parent/Staff Communication	15
Parent/Teacher Conferences	15
Back-to-School Night.....	15
Parent Communication Procedure	15
Classroom Communication	16
Use of Classroom Email Addresses	16
Field Trips	16
Visitors/Volunteers	16
Television/Video Viewing.....	16
Birthday Parties/Special Events	16
Personal Belongings.....	17
Dress Code.....	17
Guidance.....	17
Licensing Complaints	18
Policy Questions.....	18
Exit Procedures.....	18

OVERVIEW

About This Handbook

This eHandbook is for American Academy KindiePrep students and their families. Much of the information found in this eHandbook has been linked electronically to documents and information available on the web. For this reason, though the eHandbook may also be printed for quick reference, it is best referred to in its electronic format for quick access to online information.

American Academy KindiePrep Mission

American Academy KindiePrep will prepare children with an early foundation for educational success, emphasizing a whole-child approach to academics, social-emotional development and creative play.

American Academy KindiePrep Purpose and Philosophy

The goal of American Academy's KindiePrep program is to prepare young children for Kindergarten and beyond with an early foundation for educational success, emphasizing a whole-child approach to academics, social-emotional development and creative play.

SECTION 1: SCHOOL ORGANIZATION

American Academy Organization Structure

Visit the American Academy website to view the [American Academy Organization Chart](#).

Board of Directors

The Board of Directors (BOD) oversees the Executive Director of Schools, and is responsible for upholding the mission, vision, and policies of the school as well as oversight of financial matters. If you are interested in learning about the composition, regulations and limitations that govern the BOD, please download the [American Academy By-Laws](#).

BOARD OF DIRECTORS MEMBERS

Please visit the American Academy website for the [current list of directors](#).

BOARD OF DIRECTORS MEETINGS

The BOD holds regular meetings on each month at 7:30 pm at the school. Specific dates and agendas are posted on the [BOD Meetings](#) page of the school website at the beginning of each school year. Anyone is welcome to attend.

In order to get on the agenda for a Board meeting, a [Submission for Agenda Consideration Form](#) needs to be completed and [emailed to the BOD](#) (board@aac8.org) with all the appropriate attachments no later than 10:00 am the Monday before a BOD meeting. You will be notified within 24 hours if the agenda item is accepted. Please carefully consider the [American Academy Parent Communication Policy](#) before submitting a request for an agenda item.

If you would like to be personally notified about all regular and special board meetings, please email the [BOD](#) (board@aac8.org) to be added to our distribution list. For more specific information about the requirements and limitations of the Board, please review the [American Academy By-Laws](#).

Leadership Team

Please visit the [Leadership Team page](#) on the American Academy website.

Teaching Staff

Please visit the [Teaching Staff page](#) on the American Academy website.

Student Support Services Team

Please visit the [Student Support Staff page](#) on the American Academy website.

Office and Support Staff

Please visit the [Office and Support Staff page](#) on the American Academy website.

SECTION 2: SCHOOL OPERATIONS

Office Communication

OFFICE HOURS

KindiePrep office hours at American Academy are from 7:30 am to 4:30 pm, Monday through Friday. If you need to reach ExtraCare after 4:30 pm, please call:

Motsenbocker campus: 720-292-5700

Lincoln Meadows campus: 720-292-5400

The KindiePrep front office is closed on all holidays listed on the [American Academy school calendar](#) and during weather-related school closures.

CONTACT INFORMATION

MOTSENBOCKER	LINCOLN MEADOWS
Main MB Campus Front Office: 720-292-5600 KindiePrep Front Office: 720-292-5700 Fax: 720-644-3792 Email: kp-mb@aak8.org	Main LM Campus Front Office: 720-292-5300 KindiePrep Front Office: 720-292-5400 Fax: 303-841-9121 Email: kp-lm@aak8.org

Forms and Immunization Records`

Prior to enrollment, state licensing requires that all student immunizations be up-to-date and all KindiePrep registration forms be complete and turned into the KindiePrep front office.

School Enrollment and Fees

AGES OF CHILDREN ACCEPTED

KindiePrep is a pre-Kindergarten program designed for children from three to five years old.

KINDIEPREP HOURS AND SCHEDULE

The KindiePrep program hours are from 8:30 am - 3:00, Monday through Friday, for each scheduled, K-8 school day (see [American Academy calendar](#) for the current school year). We offer three different full-day KindiePrep schedule options.

DEPOSIT

In order to secure your student's spot in KindiePrep, you must register in the American Academy School Store > Motsenbocker/Lincoln Meadows Campus > KindiePrep and pay the **deposit of \$200.00**, separate from and in addition to, the KindiePrep tuition. This deposit must be paid in full. By completing the online registration and payment, you are officially accepting a single spot in the KindiePrep program. Because the payment associated with this registration secures your spot *in place of other applicants*, it is absolutely NON-REFUNDABLE.

KINDIEPREP TUITION

Once you have registered and paid for your KindiePrep deposit and your student's spot is reserved, tuition may be paid in full or in 10 equal and regularly-scheduled automatic credit card withdrawals. American Academy's KindiePrep program offers the following KindiePrep program schedule options:

Five Full Days: M - F, 8:30 am - 3:00 pm; Tuition: \$8,250.00/year

Three Full Days: M/W/F, 8:30 am - 3:00 pm; Tuition: \$5,415.00/year

Two Full Days: T/Th, 8:30 am - 3:00 pm; Tuition: \$3,850.00/year

Five Full Days + Five Days of AM and PM ExtraCare: M - F, 7:00 am - 5:30 pm; Tuition: \$11,385.00/year

Late KindiePrep Tuition Payments

Tuition paid in monthly payments shall be paid as **automatic credit card withdrawals**, set up through the American Academy School Store with the assistance of KindiePrep staff. The 1st payment is due at the American Academy registration event in August. Thereafter, withdrawals will be the first business day of every month beginning September 1 of the enrollment school year through May 1 of the enrollment school year.

In the event that a credit card payment is declined and payment is not received by American Academy by the fifteenth of the month, a **\$100.00 late charge** shall be imposed. If two consecutive payments are missed, the student may be disenrolled from the KindiePrep program.

KindiePrep Withdrawal and Refunds

To withdraw from the program, written notification must be provided to the KindiePrep Director prior to the 15th of the preceding month. Tuition through the end of that month is non-refundable. If the notification was received by the 15th, the parent will not be charged for the following month through the remaining portion of the school year, per the [KindiePrep Program and Policy](#). If notification is received after the 15th of the month, the next month's tuition will be charged.

In the event that we determine KindiePrep is not a good fit for your child or your family, we may request that you withdraw your child from our program. However, KindiePrep will also give you two-week's notice so that you and your family may have the time to find alternative care.

Please note: *Students who attend American Academy KindiePrep are guaranteed a spot in the American Academy K-8 program. A mini-lottery is run for students completing KindiePrep to determine the order in which families get to select a campus and section for Kindergarten. Per our [KindiePrep Program and Policy](#), if a family withdraws their KindiePrep student before the end of the school year, the student will no longer be eligible to continue into American Academy's Kindergarten program for the following school year.*

EXTRACARE HOURS AND FEES

In addition to KindiePrep's daily academic program, we also offer a fee-based, before- and after-care program called **ExtraCare**. ExtraCare is run on-site in KindiePrep classrooms, by KindiePrep teachers and staff, and is subject to all the rules and procedures of the KindiePrep program.

Morning ExtraCare: M - F, 7:00 am - 8:30 am; Fee: \$10.00/day (additional to tuition)

Afternoon ExtraCare: M - F, 3:00 pm - 5:30 pm; **Fee:** \$15.00/day (additional to tuition)

See [KindiePrep Hours and Tuition](#) for KindiePrep/ExtraCare combo tuition package option

ExtraCare Class Size Limitations

The State of Colorado limits KindiePrep ExtraCare daily class sizes to a maximum of 24 in the morning class (7:00 am - 8:30 am) and 32 in the afternoon class (3:00 pm - 5:30 pm). Classes will be filled on a first-come, first-served basis through a reservation process that is only complete when the dates have been scheduled through the ExtraCare front office (see Payment and Scheduling).

ExtraCare Payment and Scheduling

Parents must not only pay for ExtraCare dates in advance, they must also *schedule* their ExtraCare dates in advance. Spots in each session of ExtraCare are very limited and reserved on a first-come, first-served basis. The following process must be used for paying for and reserving a spot in ExtraCare:

- 1) Visit the [American Academy School Store > MOTSENBOCKER/LINCOLN MEADOWS > KindiePrep and ExtraCare > KindiePrep ExtraCare.](#)
- 2) Purchase up to 30 days of ExtraCare Attendance Passes for either (or both) AM or PM ExtraCare.
- 3) After you purchase your ExtraCare Attendance Passes, you must stop by the KindiePrep front office and fill out an ExtraCare calendar to secure desired dates!

All ExtraCare dates must be scheduled with the KindiePrep Assistant Director *no less than two weeks in advance of the first date of attendance*. Purchase of ExtraCare Attendance Passes in the School Store does NOT guarantee a spot in ExtraCare on any given date.

Late Pick-Up from Afternoon ExtraCare

Late pick-ups from afternoon ExtraCare are strongly discouraged at KindiePrep! Please make arrangements to arrive on time every day. In the case of late pick-ups, our first priority is your student's safety and reassurance.

- Up to 5 minutes late - \$25.00 late fee
If your child is not picked up within 5 minutes after the ExtraCare program ends (by 5:35 pm), a \$25.00 late fee will be assessed to you. At this point, every reasonable effort will be made to contact you to determine that you are on the way.
- 10 minutes or more late without contact - Call to Douglas County Sheriff in addition to \$25.00 late fee
If we cannot reach you and your child is not picked up within 10 minutes after the ExtraCare program ends (by 5:40 pm), the Douglas County Sheriff's Department **will be contacted AND a \$25.00 late fee** will be assessed to you.
- If late pick-ups become a perpetual issue (more than 3 times), KindiePrep reserves the right to discontinue your ability to utilize ExtraCare.

KindiePrep staff will check all classrooms and complete a sign-out sheet daily to ensure that all students have been picked up and accounted for by authorized adults.

ExtraCare Refunds

Because the ExtraCare program is funded and run based on these pre-paid and pre-scheduled participations - and other parents are turned away as a result - there are **no refunds** for cancellations or missed dates. Dates scheduled but not used are not transferable to other dates. There are no refunds for ExtraCare if a family withdraws from the KindiePrep program.

Enrollment Procedures

American Academy KindiePrep is open to all children who will be four years to five years of age by October 1, or three years old by August 1. If you'd like to add your student to the waitlist for American Academy KindiePrep, please click on the link below!

[Join the American Academy KindiePrep Waitlist](#)

Once you complete the required information, you will be placed on the waitlist for KindiePrep. The waitlist is included in a lottery on December 5 each year and students are offered enrollment in lottery order. We begin making enrollment calls each year in January for the following school year. KindiePrep enrollment priority will happen in order as follows:

FIRST PRIORITY: Current AA families

SECOND PRIORITY: Families that register before December 5 and are included in the lottery, in lottery order.

THIRD PRIORITY: Families who add themselves to the list for KindiePrep after December 5, in the order in which you sign up.

Please see our [Enrollment Policy](#) for more information on our lottery procedures and what you'll need to do if your child is offered a spot.

***Please note:** Students who attend American Academy KindiePrep are guaranteed a spot in the American Academy K-8 program. A mini-lottery is run for students completing KindiePrep to determine the order in which families get to select a campus and section for Kindergarten. Per our [KindiePrep Program and Policy](#), if a family withdraws their KindiePrep student before the end of the school year, the student will no longer be eligible to continue into American Academy's Kindergarten program for the following school year.*

Kindergarten Readiness Procedures

KindiePrep uses a set of targeted goals for student achievement to determine a student's readiness for Kindergarten. Student progress will be monitored throughout the year and reported to parents at the end of each trimester (see the American Academy School Calendar for the current year trimester schedule).

After Winter Break, if it is determined that a student is struggling, parents will be notified so that the teachers can work with you using a team approach at school and home to improve the student's progress.

After Spring Break, if the student is continuing to struggle, the KindiePrep Director may recommend that the student enroll in another year of KindiePrep to ensure Kindergarten readiness (as long as the student is no more than 6 years old before the end of May of the following year). There is no retention policy for KindiePrep; it is entirely the parent's choice to follow the Director's recommendation to stay in KindiePrep or to move their student on to Kindergarten.

Attendance Procedures

ATTENDANCE LINE

To report an absence due to illness or injury, please call the KindiePrep front office at your campus before 8:15 am each day the student is expected to be absent:

Motsenbocker campus: 720-292-5700
 Lincoln Meadows campus: 720-292-5400

If the student is absent due to vacation or travel, please give the KindiePrep director and KindiePrep teacher two weeks' notice of the expected absence.

Drop-off/Pick-Up Procedures

SIGN-IN AND SIGN-OUT TIMES

Parents are required to physically walk students into the building and sign them in and out each day. If you are not signed up for ExtraCare (before or after school), you may drop your student at KindiePrep no earlier than 8:15 am and you must pick up from KindiePrep by no later than 3:15 pm.

PICK-UP AUTHORIZATION

Anyone other than a KindiePrep parent picking up a KindiePrep student must be on the child's current [KindiePrep Pick-Up Authorization Form](#). All contacts on the KindiePrep Pick-Up Authorization Form must be 18 or older. If an unfamiliar adult arrives to pick up a KindiePrep student, KindiePrep staff will refer to the KindiePrep Pick-Up Authorization Form completed by the parent to make sure that the adult is authorized for pick-up by the parent.

Identification is required and will be checked to be sure that it matches the information on the Pick-Up Authorization Form. The information on the Pick-Up Authorization Form can only be changed in advance by the child's parent *in writing*. If an unauthorized adult attempts to pick up a KindiePrep student, the parents will be notified immediately.

Parent Pick-Up Rights

By law, any parent has the right to pick up their child from KindiePrep whether or not they are listed on the KindiePrep Pick-Up Authorization Form, *unless otherwise stipulated by court orders*. A copy of any such court orders must be kept on file in the KindiePrep Director's office in order for KindiePrep staff to turn away a parent from picking up their student.

KINDIEPREP LATE DROP-OFFS

If a parent arrives late to KindiePrep with a child and the child's class is not in the classroom, the child must remain in the custody of the parent until the class is located. If the child's class has left the building, the child may attend class for the day in a different KindiePrep classroom as long as teacher/student ratios allow. If ratios do not allow the child to be placed in a different KindiePrep classroom, the parent must take the child home.

KINDIEPREP LATE PICK-UPS

Late pick-ups from KindiePrep are strongly discouraged! Please make arrangements to arrive on time every day. In the case of late pick-ups, our first priority is your student's safety and reassurance.

- Up to 5 Minutes Late - \$15.00 Late Fee
 If your child is not picked up within 5 minutes after the KindiePrep pick-up period officially ends (by 3:15 pm), a \$15.00 late fee will be assessed to you, and your child will be placed in ExtraCare.
- Late pick-ups from ExtraCare
 Please refer to the [Late Pick-Ups from ExtraCare](#) section of this handbook.

KindiePrep staff will check all classrooms and complete a sign-out sheet daily to ensure that all students have been picked up and accounted for by authorized adults.

School Closures and Delays

If any feeder area of the Douglas County School District closes, KindiePrep will close. KindiePrep reserves the right to close, even if DCSD remains open. Closures will be emailed to parents, posted on the American Academy website front page, and broadcast on local television and radio stations. This includes school delays (late start) or complete closure of the school. Should there be an early release due to weather, parents will be notified via email. Pick-up will run as usual.

Lunch and Snack

KindiePrep parents will be responsible for providing a sack lunch and a nutritious snack with an ice pack as needed, unless they choose to purchase lunch for their student through the DCSD Lunch option. Parents should not send soft drinks or colored drinks in student lunches. KindiePrep parents will be responsible for providing nutritious snacks for their child.

DCSD Hot Lunch Program for KindiePrep

KindiePrep parents may choose to purchase the hot lunch option offered at American Academy by [DCSD Nutrition Services](#). Each day that school is in session, DCSD will choose one K-8 menu item, along with white milk or water to drink, and make it available to KindiePrep parents for purchase. Hot lunches will be served to KindiePrep students family-style in their classrooms by the KindiePrep staff.

The DCSD lunch menu can be found on the [KindiePrep Hot Lunch](#) web page. Nutritional information may be found on the [DCSD hot lunch menu site](#), as well as access to [DCSD's hot lunch payment portal](#). Any concerns or questions about the hot lunch program should be directed to [DCSD Nutrition Services](#).

Outdoor Play

Outdoor activities are provided daily if the temperature is above 32 degrees Fahrenheit and below 90 degrees Fahrenheit. If the weather does not permit outdoor activities, a large motor indoor activity will be put in place. Children must be dressed appropriately each day for outdoor play. If your child is not dressed appropriately to play outdoors, you will be contacted to bring appropriate clothing to the school.

Health Care

ALLERGIES OR OTHER HEALTH ISSUES

If your student has an allergy or other serious health issue, please be sure to note those conditions on the KindiePrep Student Registration Form and Health Appraisal Form. It is your responsibility to inform the school office if your student is diagnosed during the school year with any additional medical conditions or allergies. If necessary, the KindiePrep nurse, KindiePrep Director and your child's teacher(s) will meet with you to discuss a plan to conform to the child's physician written orders.

MEDICATION

If medication must be administered during school, the parent must fill out the Medication Request and Release Form. Medication will only be given by order or prescription of a physician. Over-the-counter medication also requires a written physicians order. Medication must be in its original container and have the original pharmacy label attached.

Please note: *we are unable to administer any medications without proper documentation, per state licensing.* Medication will be kept in a locked cabinet in the KindiePrep office and will be administered by KindiePrep staff who have completed the medication administration training required by the State of Colorado. A record of medications administered to your child will be kept on file. All emergency medications will be stored in the classroom out of reach of children. No medications may be kept in the child's bag or cubby.

ILLNESS AND INJURY

Students who verbalize symptoms of illness are sent to the KindiePrep front office. It is the policy of KindiePrep to send children home who have a temperature of 100 degrees Fahrenheit or more, who have vomited, or had diarrhea and must be picked up within one hour of our call. If your child's temperature is less than 100 degrees Fahrenheit, but he/she appears unable to participate in classroom instruction, you will be contacted. After an illness, students may return to school when they:

- **Have been fever-free *without medication* for 24 hours; AND**
- **Have not vomited for 24 hours; AND**
- **Have not had diarrhea for 48 hours.**

Most injuries that occur at school require minimal assistance administered in the KindiePrep front office. In the event of more serious illness or accidents, staff will first attempt to reach the parents at home or work using the information provided in the student's registration forms. If staff is unable to reach a parent, they will call the emergency numbers listed on the student's registration forms. If neither the parents nor the emergency contacts can be reached within a reasonable amount of time, school authorities will take the necessary steps to ensure the welfare of the student. If an injury occurs at school, parents will receive a written injury report.

COMMUNICABLE ILLNESS

If your child has a communicable illness, please be sure to notify the KindiePrep front office at your campus:

Motsenbocker campus: 720-292-5700

Lincoln Meadows campus: 720-292-5400

For the safety of all children and staff, please report to us if your child is exposed to a communicable illness. All communicable illnesses will be reported to the Colorado Department of Public Health and Environment.

DIAPERING/TOILETING

If a KindiePrep student requires diapering because of a health-related matter, all diapering practices will be followed according to the guidelines set by the [Colorado Division of Child Care](#).

Bathroom accidents happen, especially with 3- to 5-year-old children, and KindiePrep is certainly prepared for that - no child will ever be disparaged for having a bathroom accident. If a child has a bathroom accident at school and extra clothing has been provided by the parents, the child will be changed and cleaned by KindiePrep staff according to the guidelines set by the [Colorado Division of Child Care](#), and parents will be informed at the end of the day. If no extra clothing has been provided, KindiePrep staff will contact the student's parents to bring a change of clothing.

Safety

SUPERVISION OF CHILDREN

All KindiePrep students are under the direct care of a qualified KindiePrep teacher at all times. Students are counted throughout the day and during transitions to assure that all children are accounted for at all times. The KindiePrep Director or KindiePrep Assistant Director will do periodic head counts throughout the day.

LOST CHILD PLAN

In the event of a lost child, the teacher will direct all available staff to conduct a thorough, immediate search of the KindiePrep area. This search will encompass both the inside and outside of the building. The teaching staff will immediately call the Director who will inform all necessary personnel including the parent. If the child cannot be found on the premises the police will be called. All lost child reports must be reported to the Division of Child Care.

CRISIS AND EMERGENCY RESPONSE PLAN

The administration and staff of American Academy have taken significant steps to ensure the safety and wellbeing of all KindiePrep and K-8 students while at school. The school has created a School Crisis and Emergency Plan in accordance with Douglas County School District (DCSD) and Federal Emergency Management Agency (FEMA). This plan takes into consideration a variety of situations that could potentially arise in our school or our neighborhood and plans have been created should such an emergency or crisis arise.

Emergency evacuation and disaster plans are posted in each classroom by the main exit door. Safety drills will be conducted monthly.

In the event of an emergency situation, parents will be contacted via email, and if necessary, DCSD's reverse 911 system.

Additionally, it is important to note the following in the event of an emergency situation at the school:

- **Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you may not be able to enter the school building if it compromises the safety of the children during a lockout or lockdown.**
- **Please DO NOT call the school directly during an emergency as this ties up phone lines and prevents important inbound or outbound calls with emergency personnel.**

REPORTING SUSPECTED CHILD ABUSE

All staff of American Academy are mandated reporters when suspecting any form of child abuse/neglect by a parent or other individual that has contact with a child. All cases will be reported to the director and a report will be filed with the Douglas County Human Services/local law enforcement as directed by law. Parents are responsible for reporting to the director any inappropriate actions or behaviors taken towards the children by the staff at American Academy. The Douglas County hotline number is **303-663-6270, or Colorado Child Abuse or Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437).**

Parent/Staff Communication

PARENT/TEACHER CONFERENCES

Three official parent/teacher conference sessions are scheduled: one at the end of the first trimester, one during the second trimester, and one during the third trimester. Parents will be notified when sign-ups are available for scheduling conferences. Parent/Teacher Conferences are a critical vehicle for communication between the parent and teacher. This allows an opportunity to discuss your child's strengths as well as areas of concern in all academic and social areas.

BACK-TO-SCHOOL NIGHT

We will have a Back-to-School night for parents only at the beginning of each school year. This will be the time for teachers to discuss specific information about our curriculum, their classroom requirements and other important information, as well as to answer questions. It is very important for parents to attend the Back-to-School night for each of their students.

PARENT COMMUNICATION PROCEDURE

Expectations for Communication

All communication between a KindiePrep parent and a KindiePrep teacher or staff member should be civil and respectful. If the school receives a communication (in person or electronically) that the administration deems inappropriate and/or threatening, the school reserves the right to request a redirected communication or to restrict communications accordingly (this may include limiting physical and/or electronic access to school staff).

Parents should be mindful of the volume of email that teachers receive on a daily basis, and should be sensitive about monopolizing a teachers' time. Teachers and staff will make every effort to respond within one business day.

General School Questions

For general questions please email the KindiePrep front office at your campus:

Motsenbocker campus: kp-mb@aak8.org

Lincoln Meadows campus: kp-lm@aak8.org

Parents may expect a response within one business day.

Conflict Resolution Process

In the event of a conflict with a teacher or a school staff member or if a parent has questions or concerns pertaining to classroom practices, academic programs or their student, the parent should:

- 1) Discuss with the teacher or staff member. The parent may not go to step 2 until a discussion has taken place.
- 2) If the issue cannot be resolved at the teacher or staff level, the parent should next discuss the issue with the KindiePrep Assistant Director, who will mediate a discussion between the parties in conflict:

Motsenbocker campus: [Liz Glick](#)

Lincoln Meadows: [Nancy Emerson](#)

- 3) If the issue cannot be resolved by the KindiePrep Assistant Director, then the parent should discuss the issue with the KindiePrep Director at your campus:

Motsenbocker campus: [Sarah Scott](#)
 Lincoln Meadows campus: [Gretchen Brogan](#)

- 4) If the issue cannot be resolved by the KindiePrep Director at the school level, parents should bring the issue to the American Academy Executive Director, [Amanda Lane-Cline](#)
- 5) If the issue cannot be resolved by the Executive Director of Schools, parents should bring the issue to the American Academy [Board of Directors](#).

Classroom Communication

Please see the **Parent/Staff Communication** section of this Handbook for guidelines on communication with your students' teachers.

USE OF CLASSROOM EMAIL ADDRESSES

Parents may not use the email addresses of other families in the classroom to send mass messages to parents. These addresses may only be used if authorized by the teacher to send information about class parties, field trips, etc. In order to protect the privacy of all American Academy families, these emails must be sent through the KindiePrep teacher using Mail Merge.

Field Trips

KindiePrep students will not be leaving the school to attend field trips. Instead, field trip experiences will be brought to them in class or the students will be taken to an announced location in the American Academy K-8 building. In-class field trip experiences will be paid for by parents through the American Academy School Store. A permission slip must be signed by parents for all in-class field trip programs.

Visitors/Volunteers

Volunteers are welcome in the classroom. However, all visitors and volunteers must show proper identification and sign in at the front desk. Please notify your child's teacher if you would like to volunteer. Volunteers will not be counted as part of the student/teacher ratio in the classroom or be used to supervise children.

Television/Video Viewing

On occasion, KindiePrep teachers will use a video to augment teaching in the classroom. All videos used are educational videos (rated G or Educational), no longer than 30 minutes, and pre-approved for use in the classroom by the KindiePrep director or Assistant Director. Please do not send videos from home.

Birthday Parties/Special Events

In light of the increasing national concern over sugar in the classroom, the almost daily occurrence of student birthdays, and the large number of student allergies and health concerns, American Academy does not allow students to bring food treats into school for birthdays. Instead, students wishing to share something with the classroom may bring in **non-food** trinkets, favors, or small toys to be distributed at the discretion of the teacher. Students with to share must take care to bring enough to share with all students in the classroom.

Invitations to birthday parties must be extended at a time outside school hours.

Personal Belongings

Each child will have a cubby assigned to them when in school to keep their coat, school bag and other personal belongings. Bringing in toys or money is strongly discouraged due to potential safety and class disruption issues. **Guns and toys that promote violence are prohibited.** American Academy KindiePrep is not responsible for misplaced items.

Dress Code

KindiePrep students may wear any American Academy uniform item from Dennis Uniform. KindiePrep students are not *required* to wear the American Academy uniform. KindiePrep students not wearing the American Academy uniform must follow the dress code set forth in this section.

KindiePrep students must wear pants, shorts, jumpers, or skorts in navy blue. Solid red, white, or navy polos, sweaters, or sweatshirts must be worn on top. Student socks and/or tights must be solid red, white, or navy. All shoes must be free of characters, glitter, gems and lights. They must also be closed-toe and have closed-back. No boots, sandals, crocs, flip-flops, etc., will be allowed. The aforementioned items may be purchased from any vendor. Please note that this non-uniform dress code applies to KindiePrep only - it is not acceptable for American Academy's K-8 program. KindiePrep students must adhere to all other sections of the American Academy [Student Uniform Policy](#).

Parents should keep in mind that students will play outdoors daily provided the temperature is above 32 degrees Fahrenheit and below 90 degrees Fahrenheit. Children must be dressed appropriately each day for outdoor play. If your child is not dressed appropriately to play outdoors, you will be contacted to bring appropriate clothing to the school.

Guidance

The objective of maintaining guidance is to ensure a learning environment that is free of disruption and safe for all students. The classroom teacher is responsible for establishing a classroom management that fosters appropriate student behavior. Your child's time at KindiePrep will provide for the development of strong, healthy self-concepts and self-image through positive reinforcement and redirection. The staff encourages the children to take control of their own behavior with guidance and direction from the teacher. The teacher has the ability to communicate daily with families, if needed. The staff at American Academy have been trained to give every child the tools and skills needed to control their own behavior. The implementation of these tools and skills takes time and patience. Quiet time, redirection and choices may be used to help the child gain self-control. Corporal punishment is never considered as an acceptable method of guidance at KindiePrep.

If unusual or disruptive behaviors continue after guidance and redirection have been tried in the classroom, the KindiePrep Director may contact the parents to set up a conference with the teacher, and to discuss possible solutions and recommendations. If a child does not respond to the recommendations set by the parents, teacher, and KindiePrep Director, we shall seek the advice of professionals.

KindiePrep staff is qualified and well-trained, and we 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 is not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify you to schedule a parent teacher conference and begin working with you to develop a plan of action to accommodate your child's needs. During that time, if the child is a physical or emotional danger to themselves or

other children, we may choose to suspend your child for an agreed-upon period of time. Once the child returns to our program, if the child still presents a physical or emotional danger to themselves or other children, then we will discuss whether or not KindiePrep is the program best-suited for the care of your child. It is only as a very last resort that we would ask you to remove your child from our care.

Licensing Complaints

All licensing concerns and complaints should be made to:

Colorado Department of Human Services
Division of Early Care and Learning
Attention: Complaint Intake
1575 Sherman St, 1st Floor
Denver, Colorado 80203
303-866-5948

Policy Questions

For KindiePrep policy or procedure questions, please submit your question to the KindiePrep Director at your campus:

Motsenbocker campus: [Sarah Scott](#)
Lincoln Meadows campus: [Gretchen Brogan](#)

You will be contacted within 48 hours with the answer to your question or a referral.

Exit Procedures

The KindiePrep program is a private pre-Kindergarten program and parents may withdraw their students from the program at any time for any reason. **However, KindiePrep tuition, registration, and ExtraCare fees are NON-REFUNDABLE.** See the [KindiePrep Withdrawal and Refunds](#) section of this handbook.

If a KindiePrep family wishes to disenroll from the KindiePrep program, the parents must notify the KindiePrep Director or Assistant Director in writing with the following information:

- **Student name**
- **Reason for disenrollment**
- **Effective date of disenrollment**

Upon notification of disenrollment, the KindiePrep Assistant Director *may* contact the parents to schedule an exit interview.