

2026–2027 Preschool Handbook

Building Blocks • Stepping Stones • Tu/Th Enrichment

Louisville Recreation & Senior Center

Updated August 2026

Louisville Recreation & Senior Center

900 W. Via Appia | Louisville, CO 80027 | 303-666-7400

Louisville Recreation website — www.louisvillerecreation.com

Preschool Director / Stepping Stones Teacher: Lana Fauver

- Building Blocks Classroom: 303-335-4933
- Stepping Stones Classroom: 303-335-4930
- **Recreation Supervisor – Youth Activities:** Mandy Perera | 303-335-4902 | MPerera@louisvilleCO.gov

Superintendent of Recreation: Kathy Martin | 303-335-4903 | KMartin@ci.louisville.co.us

Program Philosophy

Our preschool philosophy is centered on the belief that young children learn best through play, exploration, and meaningful experiences. Our classes support the whole child by nurturing each child's social-emotional, cognitive, language, and physical development in a safe, welcoming, and engaging environment. Through developmentally appropriate, hands-on activities and small class sizes, experienced teachers create opportunities for children to build relationships, practice social skills, develop independence, strengthen fine and gross motor skills, express creativity, and grow as problem solvers. We recognize that every child develops at their own pace and encourage children to explore, ask questions, make choices, and build the confidence and skills that create a strong foundation for future learning.

Eligibility for Participation 2026–2027 School Year

- Building Blocks (ages 3–4): Child must turn 3 on/by October 1, 2026.
- Stepping Stones (ages 4–5): Child must turn 4 on/by October 1, 2026.

Enrollment carries over each month throughout the school year (August–May). There is no need to move classes when your child has a birthday.

Students with Special Needs

The City of Louisville does not discriminate based on race, color, national origin, sex, or disability. We are committed to the Americans with Disabilities Act (ADA).

Under ADA §35.135, public entities are not required to provide personal devices (such as wheelchairs or hearing aids) or personal care services (such as help with eating, toileting, or dressing). If your child needs personal care support, you may provide a personal care assistant at your own cost.

Please consider the following about our program environment:

- Activities include both structured and open/free-choice time.
- The classroom can be lively and loud throughout the day.
- Children are expected to participate in group activities with minimal prompting.
- There are multiple transitions throughout the day.
- We do not employ special education teachers or therapists.

If your child may need accommodations, please contact Mandy Perera at 303-335-4902 before enrolling so we can discuss whether our program is a good fit.

Hours of Operation and Holidays Observed

Monday, Wednesday & Friday

- Building Blocks Morning: 8:30–11:30 AM
- Building Blocks Afternoon: 12:00–3:00 PM
- Stepping Stones: 8:15 AM–1:15 PM

Tuesday & Thursday

- Optional Preschool Enrichment: 8:15 AM–12:00 PM
- Priority given to Stepping Stones students

We follow the Boulder Valley School District (BVSD) calendar for all holidays, school closures, in-service days, and professional development days. The program runs from late August through mid-May.

Inclement Weather Procedures

- If BVSD cancels school for weather, preschool is also cancelled.
- If outdoor activities are planned during extreme heat, poor air quality, rain, lightning, or a tornado warning, activities will be shortened or moved indoors.

Please contact us if weather may affect your pick-up time.

Fee Schedule

Please refer to your Payment Agreement or the current Louisville Recreation & Senior Center Catalog for current tuition rates.

Admission & Tuition Payment

Tuition Pay families must complete an annual Payment Agreement. You may choose a monthly automatic bank deduction, or pay by semester (fall and spring) by cash, check, or credit card. Tuition is due on the first of each month.

Families enrolled in Colorado's Universal Preschool (UPK) Program receive 15 hours of free preschool weekly (Monday/Wednesday/Friday).

Learn more about Colorado Universal Preschool (UPK) — <https://cdec.colorado.gov/universal-preschool>

Custody Situations

By enrolling your child, it is assumed that all parents and guardians agree to the child's participation. The City of Louisville will not mediate custody or parenting-time disputes. If custody arrangements may affect your child's attendance or pick-up, please inform staff in writing before the situation arises.

Immunizations

All enrolled children must have a current immunization record on file in ePACT, or a completed Colorado Exemption Form. Children who are unimmunized or under-immunized may still attend the program, however, during a confirmed outbreak of a vaccine-preventable illness, unimmunized children may be temporarily excluded per the direction of the Boulder County Public Health Department.

Arrival / Release of Children

All children must be accompanied to and picked up from the classroom by an authorized adult. Children may not sign themselves in or out.

Children will only be released to adults listed as authorized in your ePACT account. Staff may ask for a photo ID from anyone they do not recognize. Authorized individuals must be at least 16 years old. Program staff may not be listed as authorized pick-up persons.

To add someone to your pick-up list consult the Help topics in ePACT or on our website.

In an emergency, you may grant a one-time authorization, provide written consent with the person's full name, the specific date(s), and your signature.

Teachers will check the sign-out sheet at the end of every class to confirm all children have been picked up.

Late Arrivals

If your child arrives late, they are welcome to join the class already in session.

Late Pick-Up / Failure to Pick Up

Please contact your child's classroom if you expect to be late.

Late Pick-Up Fees

- 1–5 minutes late: \$10
- 6–15 minutes late: \$30
- 16–30 minutes late: \$60

If a child is not picked up by class end, staff will call the parent or guardian. After 15 minutes, emergency contacts will be reached if the parent cannot be contacted. If no one is reached within 30 minutes of dismissal, the police will be notified.

Multiple late pick-ups will result in a meeting with the Recreation Supervisor to evaluate continued enrollment.

Reporting an Absence

Please let your child's teacher know in advance about planned absences. For same-day absences, call the classroom directly during class hours:

- Building Blocks: 303-335-4933
- Stepping Stones: 303-335-4930

Identifying Where Children Are at All Times

Children are under direct supervision at all times. Teachers maintain a sign-in attendance record and take regular head counts and name to face attendance. When moving outside the classroom, a teacher is always at the front and back of the group. Building Blocks classes use a walking rope.

Healthy Development and Child Screenings – meeting UPK requirements

To support your child's healthy development, our program encourages voluntary developmental screening services to include: Developmental or Health Screenings / Vision, Hearing or Dental screenings, Social-emotional, Cognitive or Language Screenings / Mental Health or Special Education Referrals / Translation Services.

Parent/guardian is provided a Home Questionnaire in ePACT at the beginning of each school year to provide families to share their child's milestones, development, family structure, and growth goals.

Children enrolled in Stepping Stones/UPK will receive a vision and hearing screening in the fall. Results will be shared with the parent/guardian.

Children must have a current Health Appraisal per health care provider recommendations.

Parents/guardians are encouraged continue/begin oral screenings per the American Academy of Pediatric Dentistry. Tooth decay is the most common childhood disease and is preventable.

You may speak with your child's teachers, or contact the recreation supervisor, Mandy Perera
MPerera@louisvilleco.gov

Communication and Family Engagement – meeting UPK requirements

We believe you are your child's first and most important teacher. Our program is committed to partnering with you in the following ways:

- **Language Support:** We provide opportunities to utilize interpreters or other language resources as needed to ensure clear communication.
- **Cultural Sharing:** We invite and encourage you to share your home's cultural and social practices within our classroom community.
- **Goal Setting:** We will partner with you to set individual learning and development goals for your child.
- **Transitions:** We will actively involve you in your child's transitions between classrooms or when moving to a new school.
- **Feedback:** We value your perspective and provide opportunities for you to give feedback on the quality of program-family and program-staff interactions.

Annual CDEC Family Survey – meeting UPK requirements

Each spring, the Colorado Department of Early Childhood (CDEC) conducts an annual family survey. You will be notified of the opportunity to participate and share your experiences regarding your meaningful and culturally appropriate involvement in our program, as well as the healthy development supports provided.

Translation Services – meeting UPK requirements

If your family requires translation services, speak with your child's teacher or recreation supervisor, Mandy Perera
MPerera@louisvilleco.gov

Behavior / Guidance / Referrals – meeting UPK requirements

Positive relationships between teachers, children, and families are the foundation of our classroom. We use positive, supportive guidance that builds independence, self-regulation, empathy, and problem-solving skills.

We ask all children to follow three simple principles:

- Keep yourself safe.
- Keep others safe.
- Keep materials and equipment safe.

Teachers use redirection, clear communication, and positive choices to guide behavior. Behavior concerns are handled individually.

When a Child Needs Additional Support

If a child is having repeated difficulty, we will use various approaches — always with teacher support and family communication:

- The child takes a brief, non-punitive break with a teacher to calm and reset.
- The teacher and child talk through the situation before rejoining the group.
- Parents are notified of significant behavior concerns.
- Serious incidents are documented.
- A team-based positive behavior plan may be created with staff, family, and outside specialists if needed.
- Referrals to outside services (mental health, Child Find, or community agencies).

Physical punishment is never used. Guidance is never connected to rest, toileting, or eating.

Please note any behavioral, mental health, or physical concerns in your child's ePACT paperwork so we can best support them.

Referral services are listed on the preschool webpage and/or by speaking with your child's teacher.

We are committed to preventing expulsion by using a team-based approach, seeking outside consultation, and making reasonable classroom modifications before any removal is considered.

Children Who Become Ill / Accidents / Emergency

If your child seems more tired, fussy, uncomfortable, or simply unwell, they may be fighting an illness and we ask that you consider if they should remain at home for monitoring and rest. Notify the Recreation Supervisor, or your teachers and note the day symptoms began and symptoms. Please consult How Sick is Too Sick on our preschool webpage for more guidance. Children must be symptom free, without medication, for a minimum of 24 hours (sometimes longer during peak illness season) before returning to class.

If a child shows signs of illness in class, they will be separated from the group, offered a mat and blanket, and a parent will be contacted immediately.

If a child is injured, first aid will be given. If needed, 911 will be called. Parents will be notified of all injuries. An incident report will be completed. Minor injuries will be reported at pick-up. For major injuries, a parent will be contacted. If a parent cannot be reached, we will move to the emergency contacts listed on ePACT.

Please notify staff if your child has been exposed to a communicable illness. If required by a physician, health consultant, or the local health department, a child may be excluded during an illness period. Families will be notified of any confirmed communicable illness in the classroom.

Children must be symptom-free, without medication, for 24 hours before returning." During high-illness times, the time frame may be increased.

Lost Children / Natural Disasters

Staff are trained in all established safety and emergency procedures. Regular drills help staff and children know what to do in an emergency.

Drill Schedule

- Fire Drill: Monthly
- Tornado Drill: Monthly, March–October
- Lockdown Drill: Once per semester

Teachers explain all drills to children in age-appropriate terms so they feel safe and prepared.

Emergency Procedures

In any emergency:

- The Recreation Supervisor will be notified.
- Local authorities will be notified.
- Emergency transportation will be arranged, if needed.
- Parents and guardians will be notified.

Tornado

When a tornado warning is issued, children will be moved to the designated safe area. Attendance will be taken. Children will return to the classroom once an all-clear is given by a supervisor or the emergency personnel.

Evacuation

- Facility evacuation: Children and staff will go to the tennis courts west of the building.
- Campus evacuation: Children and staff will go to the Louisville Police Department.

Lockdown / Shelter in Place

- Exterior threat: Children and staff will remain inside with doors locked and shades drawn until released by a supervisor or emergency personnel.
- Interior threat: Children and staff will move to the identified secure shelter-in-place location until given an all-clear by supervisor or emergency personnel.

If a child with a disability is enrolled, a specific evacuation plan will be created with the parent/guardian, teachers, and Recreation Supervisor to address their individual accessibility needs.

Transportation of Children / Field Trips

Off-site field trips are generally not offered due to the part-day program schedule. Any field trips will be local and walkable, or families will meet at the designated location. Transportation is not provided. Staff are not permitted to transport children in personal vehicles.

Video

Videos are rarely used. If a teacher determines that a video supports the current lesson, they will preview it first to confirm it is age-appropriate and relevant.

Safety When Riding in a Vehicle / Vehicle Supervision

Not applicable — children are not transported by program staff.

Storing and Administering Children's Medication

If your child requires any medication — prescription or over-the-counter — during class time, please notify the Recreation Supervisor in advance. A Health Care Plan will be created with you, your health care provider and the staff.

To have medication administered by staff, all three of the following must be on file before the first dose:

- Written authorization from your child's healthcare provider
- Written authorization from the parent/guardian
- Medication in its original, labeled container (pharmacy label required for prescriptions)

Use the correct forms in ePACT and return completed materials to Mandy Perera before your child begins the program.

Only staff trained in Medication Administration may administer medication. All medications are stored in a locked cabinet or backpack out of reach of children. Emergency medications (such as epinephrine auto-injectors) are stored as required for quick access. Confidentiality is maintained. All procedures comply with the Colorado Nurse Practice Act, Section 12-38-132, C.R.S.

Handling of Children's Belongings

Label all of your child's belongings with their first and last name. Items should be stored in your child's program-provided tote bag. While staff monitor belongings, the City of Louisville is not responsible for lost, stolen, or damaged items. Please do not send valuable items to school or items that say "Keep out of reach of children".

Sunscreen

Please apply sunscreen to your child before arriving each day and note this on the classroom Check-In Sheet. By initialing the consent clause in ePACT, you authorize staff to help your child reapply sunscreen as needed. We use Rocky Mountain/Coral Isles SPF 50.

Full sun-protective clothing (must include: wide-brim hat, long sleeves and long pants) may be used in place of sunscreen.

Child Helmet Use

Helmets are required for any program activity involving bicycles, scooters, rollerblades, or skateboards. Building Blocks historically has a Bike Day in May.

Snacks

Send a small, nut-free snack with your child each day (examples: fruit, crackers, or a nut-free bar). Please avoid items that need to stay cold, such as dairy products. Use containers that children can open/close independently. No glass please.

Lunch

Children enrolled in Stepping Stones or the Enrichment program should also bring a lunch from home. Please use ice packs for any items that must stay chilled. Use containers that children can open/close independently. No glass please.

Diapering and Toilet Training

Please have your child use the restroom before leaving home and again just before class.

If your child is not yet potty-trained, please speak with Mandy Perera or the teachers before the first class. Parents of children who are not potty-trained must remain in the facility or be able to return within ten minutes to assist with changes. Staff will offer verbal support in the bathroom but will not physically assist with toileting or change diapers.

In the event of a potty accident, the child will be given their change of clothes. If needed, a parent will be called.

Dressing for Play & Weather

Please dress your child in comfortable play clothes and closed-toe shoes. We go outside most days, including in cold weather — dress for the forecast.

Arts and crafts can be messy, so clothes that can get dirty are ideal.

Choose clothing your child can manage independently in the restroom. One-piece jumpsuits and complicated belts or buckles are not recommended. If your child wears snow boots, please pack a pair of indoor shoes.

Visitors / Volunteer Policy

Parents are welcome in the classroom at any time. All visitors must check in with staff and sign the Visitor's Log in the supervisor's office. Unknown visitors will be asked to show a state-issued photo ID.

All volunteers must complete a City of Louisville Volunteer Application and pass a background check. Contact the Recreation Supervisor.

Communication with Parents

We believe in an open-door policy. You are always welcome to speak with teachers before or after class, or to schedule a conversation at any time.

Please share any events that might affect your child's day — a new sibling, illness in the family, a big upcoming trip, or anything else on their mind. This helps us support your child.

We stay in touch through:

- Monthly newsletter and calendar
- ePACT daily highlight e-mail
- Brief conversations before and after class
- Written notes, phone calls, and email
- Parent-teacher conferences are held in February

Babysitting and Outside Care Policy

To protect children, families, and staff, we ask that families do not arrange babysitting or private childcare with program staff outside of our licensed program.

When staff provide care outside of the program:

- The City of Louisville and Recreation Center are not responsible or liable.
- Licensing rules and safety standards do not apply.
- Background checks and training are not monitored.
- Professional boundaries between staff and families can become unclear.

Keeping all care relationships within the program protects everyone. We appreciate your support in maintaining these boundaries.

Filing a Complaint

We want to hear from you. If you have concerns or ideas for improving the program, please speak with your child's teachers, the Program Director, or the Recreation Supervisor. We will make every effort to resolve any concerns promptly.

To report a suspected licensing violation at this or any other licensed child care center, contact:

- Colorado Office of Child Care Services — 1575 Sherman Street, Denver, CO | 303-866-5958

Reporting of Child Abuse

Staff members are mandated reporters under Colorado State law (C.R.S. 19-3-304) which requires mandatory reporting by child care workers. Any staff member who has reasonable cause to know or suspect a child has been subjected to abuse or neglect is required by law to report immediately to the appropriate authorities. Failure to report is a criminal offense.

If you suspect abuse occurred at our facility or another location, you may report it:

- Boulder County Department of Social Services: 303-413-7000
- Child Abuse & Neglect Hotline 844-264-5437

Withdrawal from the Program

A parent or guardian may withdraw their child from Building Blocks or Stepping Stones at any time. Refunds are issued according to the following policy:

- The enrollment fee and deposit are non-refundable and will not be credited.
- All cancellations must be submitted in writing to the Recreation Supervisor before the 1st of the month preceding the last month of attendance. (Example: to stop enrollment as of December 1st, the form must be submitted on/before November 1st.)
- Refunds are issued by check or credit card (based on original payment method) or as a household credit. Refund checks may take 2–4 weeks and will be mailed to the address in your Rectrac registration profile.

Expulsion and Appeals

Removing a child from the program is always a last resort, pursued only after all supportive steps have been exhausted.

Before any removal, the Recreation Supervisor will consult with teachers, the family, and the Superintendent of Recreation. A written letter will be provided to the family explaining all actions taken, with a copy sent to the Superintendent of Recreation. Staff will work with the family to help transition the child to a more suitable setting.

Appeal Process

Families may appeal a removal decision by contacting the Recreation Supervisor to arrange a hearing before the Appeals Board (Recreation Superintendent, Recreation Supervisor, and Building Blocks/Stepping Stones Director). Families may present their case and any relevant circumstances. The Board has the authority to grant exceptions and will notify the family of their decision within 24 hours of the hearing.