Dream Makers Preschool
Parent Handbook

~DREAM MAKERS~

A preschool designed for children of mixed ages 2.5 to 6
1:5 teacher child ratio
15 children in the class

Purpose and Philosophy:

At Dream Makers our priority for your child is social growth. Children mature socially through activities that encourage them to explore on their own, therefore developing a lifelong passion for learning. We explore the world around us, with an emphasis on communication, relationships, diversity, cultures, and traditions, influenced by the Reggio Emilia Philosophy. Positive self-esteem will be gained through indoor and outdoor play. We use art, literature, music, science, math and manipulatives to introduce the children to colors, shapes, numbers and letters. We encourage creative, independent thinking, and a positive self image. The enriched learning environment at DREAM MAKERS promotes a natural ongoing creative process which empowers our children to make positive choices throughout their lives.

Staff:

The staff at DREAM MAKERS reinforces the spontaneous development of each child's ability. Guided by well-trained teachers, DREAM MAKERS provides your child with unique learning experiences attained at their own pace. Our teachers meet state requirements that qualify them to teach in a licensed child care facility. They are chosen based upon their ability to relate to young children and understand their needs, behaviors, and achievements.

Special Needs Children:

We will enroll special needs children in compliance with the Americans with Disabilities Act, if our program can meet their needs. We will work with the Boulder Valley School District Special Education department and Child Find in deciding if our program is appropriate.

Our Program:

We work in small groups, focusing on each child in relation to other children. This builds friendships.

We use a variety of quality materials for our artwork so children may communicate what they know, understand, wonder about, question, feel and imagine. This fosters intellectual development through symbolic representation.

The design of our classroom has an underlying order and beauty; encouraging encounters, communication, and friendships. The classroom is cared for by the children and the teachers.

Together we work on long and short term projects and we facilitate the children's exploration of themes. As teachers, we ask questions, discover children's ideas, and provide occasions for discovery and learning.

We document the children's verbal language and creative ideas. This makes parents aware of their children's experiences. It shows children that their work is valued.

We explore nature together. This gives children an awareness of the importance of preserving their environment.

We encourage parents to be partners in their child's learning. This helps teachers to view the participation of families as an intrinsic element of cohesion, with an integration of different wisdoms.

At DREAM MAKERS, the school year begins on the Tuesday after Labor Day in September. *We are open Tuesday-Thursday from 9:00 a.m. to 3:15 p.m. and Monday and Friday 9:00-1:00. We observe the same holidays that the Boulder Valley School District recognizes: however, we do not necessarily observe their inservice days.

We play inside on extreme weather days: excessively hot (above 90 degrees), excessively cold (below 32 degrees) or excessively windy. We apply sunscreen, provide water, and encourage children to play in the shade on hot days. Wel encourage children to wear all the warm clothing you've provided on cold days. Our daily schedule may be altered by the weather.

**Daily Schedule:

9:00 -10:00: Morning Exploration: Indoors or Out
Children may arrive any time during morning exploration
Parents and children may explore as partners.
10:00 - 10:10: Tidy up/ bathroom time
10:10 - 10:30: Friendship Circle - "Let's learn together" (stories, songs, and dance)
10:30 - 10:50: Snacks and Chat
10:50 - 11:50: Play Indoors and Outside
Art Imagination in small groups
11:50 - 12:00: Friendship Circle
12:00 - 12:10: Bathroom time
12:10 - 12:50: Lunch
Play Indoors and Outside
12:50 - 1:00: Friendship Circle
1:00 - 3:15: Kindergarten Prep/Snacks and Chat/Play Indoors and Outside/Friendship Circle

A rest area, resting mats, and clean sheets will be provided for children staying at school longer than 5 hours.

**These times are flexible. Our program will flow with the rhythm of the children.

Tuition:

Yearly enrollment fee is $100.00 for all students.
For the school year (September to the third Friday in May) tuition is paid in 9 monthly payments beginning September with the final payment due May 1st.

School Hours:
Tues-Thur: 9:00-3:15
Monday and Friday: 9:00-1:00

Morning program is 9:00-1:00 Monday-Friday.
Afternoon program is 1:00-3:15 Tuesday-Thursday.

Our specialized Kindergarten Prep program is Tues/Thur 1:00-3:15. This program is for 4 and 5 year olds who will be entering kindergarten in the Fall. This afternoon program is offered to all children.

Drop ins are welcome with advance notice.
Fees for all schedule options are below.

Monthly Tuition

Mon-Fri 9:00am-1:00pm
1 day per week ~ $257 a month
2 days per week ~ $515 a month
3 days per week ~ $772 a month
4 days per week ~ $1030 a month
5 days per week ~ $1288 a month

Kindergarten Prep Program 1-3:15
Tu and Th
$310

Additional Extended Day 1-3:15
$47

Drop Ins (space available)
9:00-1:00 ~ $77
1:00-3:15 ~ $47

Tuition is paid in nine monthly payments (Sept - May)
THERE IS NO ART OR ACTIVITY FEE

Paying Tuition and Late Fees:

At DREAM MAKERS, yearly tuition is based on the school year from September through May. It is divided into nine equal payments which are to be paid monthly. Tuition is due by the 5th of each month or a late fee of 10% is charged. All late payments are to be made in cash. A $25.00 fee will be charged for any check returned to us by the bank. Payments can be made through Zelle, check or cash.

Since we have a limited enrollment, there are no refunds for absences because payment of tuition reserves a place for your child at DREAM MAKERS. Since our salary and maintenance expenses are the same regardless of attendance, we do not refund money for absences. There are no make-up days offered for vacations or illnesses.

There is a 10% discount of the tuition fee for the second child from the same family.

Summer Program:

The Dream Makers summer program begins the second week of June and continues through the third week of August. We are open Monday-Friday from 9:00 a.m. to 2:00 p.m. and your child has the option to attend DREAM MAKERS Summer Camp daily.

We welcome children ages 2 ½ to 7. Our summer program cost is $425 a week. (10% discount to families already enrolled in Dream Makers Fall to Spring program).

Admissions, Registration, and Withdrawal:

Enrollment is determined on a first come, first served basis from the date that the registration form is received at DREAM MAKERS. To secure this place a nonrefundable registration fee of $100.00 must accompany the enrollment form.

Your child's name may be added to a waiting list and no fee is required. When an opening is available you will be notified and you may register your child at that time.

Registration for a new school year in September is on a continuing basis. We welcome children of all racial, ethnic, and cultural backgrounds.

One-month written notice is required from the parent or guardian for withdrawal from DREAM MAKERS. If you are asked by the Director to withdraw your child from our program, immediate withdrawal could be required, depending on the individual situation. All efforts will be made to give reasonable notice. We will invite you to meet with us and discuss concerning behaviors. Together we will make a plan to implement at home as well as at school to benefit your child. If the concerning behaviors continue, we will recommend outside help for your child, and give your child ample time to adjust to our setting, before suspension or expulsion is required for the good of the child, the family, the other children enrolled, and the staff.

Some forms will be due prior to or on the first day of school.

Enrolling Your Child at DREAM MAKERS:

DREAM MAKERS is a preschool and our program is designed for children ages 2 ½ - 5 years, who are ready to enter a unique, creative environment. We would like parents to make an honest evaluation of their child's readiness before enrolling their child in the DREAM MAKERS program. If your child is not yet toilet trained, please discuss diapering with the staff, and bring diapers and wipes each day. We will provide a diapering mat and disinfectant, and use proper hand washing procedures to ensure cleanliness of diaper changing. We will invite your child to use the toilet periodically throughout the day.

Entrance Requirements:

Before your child is enrolled at DREAM MAKERS, we will have a face to face interview with Parents/Guardians and Child. Parents/guardians must provide the following records prior to the child's admission:

Identifying information including name, address, phone number, physician, and those persons authorized to take the child from school. Information of a relative or friend who can assume responsibility for the child, if the parent cannot be reached in an emergency.

Health Information, including: health history and immunizations, completed by parent and physician; instructions for child's care if parent or physician cannot be reached in an emergency; continuing health history; dates of admission and discharge.

Parents/guardians who wish their child to be exempt from immunizations may state the reasons for such exemption and give a description of the child's present health condition. Immunization records are due prior to the first day of school/camp.

By state law, all forms and records must be completed and returned to DREAM MAKERS within 30 days of entering our preschool. Failure to submit these forms will result in suspension from DREAM MAKERS.

Sign-In and Sign-Out Procedures, Absences, Late Pick Up:

Under state law, it is the responsibility of the parent or guardian to sign their child in and out each day. We also use this information for our daily attendance records, and as a checklist in case of emergency. Please print clearly and give us a sample of your signature along with your printed name to keep on file.

The person authorized to pick up your child must be the parent or guardian who enrolled the child, or a person listed on the authorized section of the enrollment packet. The parent or guardian may also give written permission for a person who is not authorized, or give verbal authorization over the phone. Identification will be required if the staff does not know the person picking up the child. Please be as prompt as possible.

If your child will be absent from school, please give us as much notice as possible or call by 8:30 am. Please tell us if your child is ill or will arrive after 10:00am.

If a child is left at DREAM MAKERS beyond the pre-arranged pick up time, every effort will be made to notify the parent, guardian, relative, or friend listed on the emergency information sheet. However, in the event that an authorized person does not pick up the child within two hours after closing time, Social Services will be notified and the child will be placed in protective custody. A late fee will be charged and the parent will be responsible for paying this fee. When all children have left DREAM MAKERS for the day, the premises will be checked to assure all children have been signed out and picked up before staff leaves, and the doors will be locked by a designated staff member until the following morning. A head count of all children will be made periodically throughout the day by staff, and communicated between staff members.

In case of separation or divorce, DREAM MAKERS will abide by all legally served court orders. These must be on file in the child's records at school.

Medication:

By Colorado State Law, all medication given to children at DREAM MAKERS must have a doctor's prescription. Parents/guardians must also indicate to us in writing any medication that is to be administered to the child. Written permission must also include a brief explanation, along with the quantity and frequency of the dosage and the time(s) to be given. Please request the appropriate forms from the Director.

Medication prescribed for the child must be in its original container, bearing the original pharmacy label that shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage.

No non-prescription medicines will be administered by school personnel, unless directed to do so by a written order of a physician AND the parent or guardian. We will treat non-prescription medications the same way as prescription medications.
When you bring medication to school please give it to a staff member who will put it in the locked medicine box.

Sunscreen:

If you wish your child to use sunscreen, you will need to do the following:

- Apply sunscreen to your child's skin BEFORE they arrive at school.
- Supply any "personal" sunscreen to be used at school.
- Label it with the child's first and last name.
- Give us written permission and instructions for applying the sunscreen to your child prior to outdoor play.
- Children over 4 may be allowed to apply sunscreen on their own under direct supervision by a staff member.

Illness:

If your child becomes ill while at school, your child will be comforted and isolated from other children and you will be notified immediately and asked to come pick up your child from DREAM MAKERS. You must keep your child at home, or your child will be sent home, if they show any of the following symptoms:

- A temperature of 100 degrees or higher. Your child may return after 24hrs. fever free.
- Intestinal disturbance accompanied by diarrhea or vomiting. Your child may return after 24hrs. Diarrhea or vomiting has ceased.
- Any undiagnosed rash.
- Pink eye: any eye infection must be under antibiotic treatment for 24 hours before the child can return to school.
- Strep throat: child may return to school 24 hours after antibiotic if (s)he feels well enough to participate in activities and temperature is normal.
- Chicken pox: child should stay home until all spots are completely scabbed over, usually 7 to 10 days.
- Head lice: child may return only after treatment and hair is completely free of nits.
- Impetigo: child may return to school after having started treatment.
- Measles, Mumps, or Rubella: these are highly contagious and must be diagnosed by a physician. Please report any cases to the school so a follow-up can occur.

All children in attendance are expected to be well enough to participate in DREAM MAKERS program of indoor and outdoor activities. If any child is unable to participate in these daily activities, please keep them at home.

State regulations require that we be notified immediately of the nature of all children's illnesses. We are required to post exposure to all contagious diseases, so that other parents may be alerted for symptoms in their children. This information will be posted at the Sign-In/Sign-Out Table. Some communicable diseases must be reported to the State Dept. of Public Health and Environment. The child's confidentiality will be maintained.

Injuries or Medical Emergencies:

If a child is injured at school we will do everything possible to take care of your child. Minor first aid will be performed by the staff and will be recorded in the OUCH Notebook. We will record the date, time, place, and first aid that was given and send a note home to you. All staff members at DREAM MAKERS are trained in First Aid, CPR, Universal Precautions and Medication Administration.

At the time of enrollment, all parents/guardians filled out an Emergency Sheet. The information on this sheet is what will be used if your child has a medical emergency. It is YOUR RESPONSIBILITY to see that the information on this sheet is always current. When a medical emergency occurs, every effort will be made to contact the parents/guardians or emergency person you listed. If they cannot be reached, the Director or Lead Teacher will take whatever action is necessary, including a call to the child's physician, dentist, or if necessary, 911 for an ambulance and on to an emergency hospital. The Director or Staff member will go with the child to the hospital and make all decisions about the care of the child. Parents/guardians will be expected to resume responsibility for any expenses that may result. DREAM MAKERS staff and employees shall not be held liable for any illness or injury that occurs at the preschool as a result of steps taken to obtain emergency medical care for your child.

Guidance/Positive Instruction/Supporting Positive Behavior:

At Dream Makers we believe children want to be responsible for themselves, and to be kind to others. With positive adult guidance, children will learn to cooperate and play with each other in a safe, friendly, manner. If a conflict arises between children, or a child is hurt by another child, the children will be separated and comforted. With the assistance of an adult, we will peacefully resolve the disagreement while teaching children positive communication and conflict resolution skills. If the negative behavior continues or becomes consistent, a teacher will remove the child from the group, remain with the child, and a parent will be called to pick up the child.

Constructive methods will be used to maintain group harmony and to handle individual behavior. Corporal punishment or other humiliation or frightening techniques are prohibited. Punishment will not be associated with food, rest, isolation, or toilet training.

Conferences will be requested and parent participation is expected to deal with discipline issues that continue. When the combined efforts of parents and staff do not result in acceptable behavior, a withdrawal request will be made. Individual social and emotional intervention supports children and ensures that each child has the opportunity to be understood and responded to in an effective manner. Taking a team-based approach to persistent challenges, ensuring that teachers, parents, and mental health consultants or other specialists determine actions each party will take, and promoting consistent support for the child across all settings, is our goal. Dream Makers will avoid suspending young children whenever possible. Taking a proactive approach to challenging behavior by partnering with parents and getting a mental health consultation will reduce the likelihood of expulsion. Planned transitions with parent participation may be needed and used.

We partner with families of children with special needs to support their inclusion within the classroom and program. We will help children with special needs to meet their learning and development goals.

If needed we will connect families with appropriate community service agencies.

We will assist any family, including UPK, in finding screenings, referrals, and translation services.

Dismissal:

Dismissal of a child will result from: delinquent tuition fees, failure of parent or guardian to abide by policies and regulations, a child whose behavior is seen as an extreme problem and all efforts to correct the problem have been tried. Efforts include: discussion with child and family and documented observations by teachers and adjustments to guidance strategy.

Lost Child:

In the event that a child is lost, we will check the grounds and building. If the child is not found in a reasonable amount of time, the staff will call 911 and the child's parents will be notified.
*Please make eye contact with a staff member and bring your child to a staff member when dropping off or picking up your child. We will read the sign in/sign out sheet daily, do name face recognition at circle time, and visually count the children throughout the day and during transitions to identify where your child is at all times.

Disaster and Evacuation Plans:

Fire drills are practiced monthly. We will exit our building by the side door, and return by the front door. Tornado drills will also be practiced. We will go to the dramatic play area against the wall. In the event of a flood warning, we will go to the Carillon across the parking lot, and proceed to the top floor of the building. Other drills, such as flood, tornado, high winds, wild animal, active shooter on premises, shelter in place or utility failure will be practiced quarterly. Parents will be notified of our location ASAP via phone. We will have the sign in/sign out sheet with us to ensure all children have been accounted for. Crissy will assist with evacuation of children with special needs.

Field Trips and Related Activities:

Dream Makers children visit our "Grand friends" at the Pearl located at 2525 Taft Dr. every Tuesday for a half hour music class. Children will be accompanied by teachers at all times to, from, and at The Pearl. Parents will need to sign a yearly permission slip. If your child is late you can sign your child in at school and meet us at The Pearl or you can call Crissy at 7209378304 and she will meet you and your child and escort you to The Pearl.

Video Guidelines:

We do not have TVs, computers, iPads, etc. at school. We use our cell phones to take pictures of the children throughout the day for your enjoyment and to document their work/play. Parents may also text or call Ms. Crissy's cell: #720.937.8304 in an emergency.

Snack:

A nutritious snack is offered every day consisting of a variety of organic fruits and vegetables, dairy products, or grains. Water is offered throughout the day. Please let us know if your child is allergic to any foods. Please send a labeled water bottle and nutritious lunch with your child each day.

Clothing/Backpacks:

At DREAM MAKERS we feel that a child's work is play. Please dress your child in comfortable clothing that you do not mind them getting paint, chalk or dirt on. Tennis shoes or rubber soled shoes are the best footwear for our playground. Please label all jackets, sweaters, hats, boots, etc. You may find it frustrating if someone should take your child's clothing by mistake because of similarity.

Your child will need to bring a complete set of clothes in their backpack to use in case of emergency, especially in the summer when we use the water tables.

In winter, please remember to dress your child in appropriate clothing for outdoor play. Since boots are often uncomfortable for indoor play, please bring a pair of slippers that your child can wear indoors during the winter months.

Toys, Cubbies:

Please keep toys and money at home. If your child needs a cuddly stuffed animal, brought to school daily to make the transition from home to school easier, this will be ok. Each child will have a cubby with their name on it. Please check it daily and take home those handmade treasures.

Visitors, Visitation, and Volunteers:

For everyone's protection, visitors will need to check in with the Director or staff member in charge. They will be required to sign in and show at least one form of identification. Parents are welcome and encouraged to drop in at any time. Please sign yourself in! However, please be aware that your child may withdraw from the group and want to be with you; may act up; may want to go home with you when you leave. Please talk to the staff if these things occur, and we will try to make the transition easier for you and your child.

Sometimes a parent, family member or friend would like to volunteer in the classroom. We welcome them if your child is able to continue to interact with their friends and can follow our routine and be comfortable with the volunteer. Everyone has a special talent; cooking, carpentry, art or medical background; storytelling, hobbies. Whatever it might be, please share with us, as we want to enrich the children's lives and expose them to a variety of experiences.

Communication:

At DREAM MAKERS we will do our best to give your child the best care and to make preschool an interesting and enjoyable place to be. It is important for you to let us know what is going on in your lives (vacations, visitors, a business trip, a birth or death in the family, separation of parents, illness of a loved one) for this will affect your child at home and at school. We will keep these joys and sorrows confidential if you wish, and be there for you with a helping hand and hug if you need it.

Please check your child's cubby or backpack, for notes that we will send home.

Though we do not have regularly scheduled conferences, you or the Director may arrange for a conference to discuss your child's progress, behavior, and social and physical needs. Please see the Director to make arrangements for this after school or in the evening.

If you need a translator, one will be provided.

Child Abuse, Child Care Complaints:

DREAM MAKERS is required by law to report any suspected cases of child abuse or neglect to the Statewide Hotline. 1-844-264-5437.

If you want to file a complaint about child care, you may contact the State of Colorado, Office of Childhood, 1575 Sherman Street, Denver, Colorado 80203. 303-866-5958

Policy Changes:

All policies at DREAM MAKERS are subject to change and parents will be given a two week notice, in writing, if any changes are forthcoming.

Holidays and Special Days to Remember
2026-2027 School Year

2026	
September 8	First Day Of School
October 9, 12, 13	No School - Fall Break
November 11	No School - Veterans Day
November 23-27	No School Thanksgiving Break
Dec 21 - January 5	No School - Winter Break
2027	
Tuesday, January 5	First Day Back from Break
January 18	No School Martin Luther King Day
February 15-17	No School President's Day Long Weekend
March 15-19	No School - Spring Break
April 15, 16	No School Professional Development Day
May 21	Last Day of School
June 7 - August 20	Super Summer Camp (optional)
Tuesday, September 7 2026	First Day Back to School for 2026-2027 School Year

Tuesday, September 8, 2026 First Day Back to School for the 2026-27 School Year

In the event of bad weather, when BVSD is closed, Dream Makers is also closed.
On BVSD late start days, Dream Makers will also have late starts.
If you're uncertain, check the BVSD website.

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