



Rivendell School takes the following steps in order to meet the Universal Preschool Program Quality Standards. Please reach out if you have any questions regarding our approach to meeting the Healthy Development or Family and Community Engagement requirements.

\*As part of the Code of Colorado Regulations: Colorado Universal Preschool Program requirements, this document makes Rivendell Preschool's Healthy Development and Family and Community Engagement policies and procedures publicly available.

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## HEALTHY DEVELOPMENT POLICY

### IMPORTANCE OF SCREENING

Health screenings provide valuable information about your child's development. Screening will help identify any hearing, vision, dental, social-emotional, or developmental needs your child may have. For many children, screenings can mean the difference between success and failure in school. If potential problems are detected in any of the screened areas, the child then has the opportunity to receive specialized help before entering kindergarten. In these situations, referrals are available to families by request.

### CONFIDENTIALITY OF HEALTH INFORMATION

Prior to each child's first day of attendance, the parent/legal guardian will submit the forms below to *Rivendell's Admissions Specialist*. Information concerning the child will not be made available to anyone, by any means, other than as described in this paragraph, without the expressed written consent of the parent/legal guardian. Parents/legal guardians will be informed that the information will be shared with the child's teacher/caregiver, other staff members who are involved in caring for the child, consultants, and accreditation or regulation inspectors only as required to meet the needs of the child or certification of the program's operation. Except for unannounced inspections, the parent/legal guardian will be given the name(s) of the individual(s) who will be given access and the reason for giving access to confidential information.

### REQUIRED FORM: [General Health Appraisal Form](#)

Documentation must include the section on screening and be signed and dated by the child's primary care provider (physician, licensed pediatric or family nurse practitioner, or family practice physician). Information generated by a health care professional's electronic medical record system is acceptable as long as it provides the required information. The form should be completed no more than 12 months prior to enrollment.

If the child's primary care provider did not perform an oral health screen, this form may be used: [Oral Health Form](#). Documentation must be signed and dated by the child's dental provider (dentist



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or dental hygienist). Information generated by a dental professional's electronic medical record system is acceptable as long as it provides the required information.

*The following screenings are required: Vision, Oral, Hearing, and Developmental.*

If, on review of a child's health record(s), it is determined that a recommended health screening (developmental, social-emotional, vision, hearing, or oral health) has not been performed, *the Admissions Specialist* will notify the parent/legal guardian within 45 calendar days of the child's first day of attendance with referral information for where to have the screenings conducted. All communication will be conducted in the parent's/legal guardian's preferred language.

Families who choose not to participate in voluntary screenings should complete and submit the [Health Screening Waiver Form](#).



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## FAMILY & COMMUNITY ENGAGEMENT POLICIES

### Effective communication/language access policy

Engagement	Examples
Our preschool identifies language needs of the children and families we serve.	<ul style="list-style-type: none"> <li>- Incorporating questions about language needs and languages spoken in the home in our intake paperwork and processes</li> <li>- Hosting in-person meetings/conferences with families</li> <li>- Hosting family events</li> </ul>
We use various effective communication methods.	<ul style="list-style-type: none"> <li>- Parent newsletters</li> <li>- Social media</li> <li>- In-Person conversations</li> <li>- Hosting program events/meetings</li> <li>- Parent-teacher conferences</li> </ul>
We communicate in languages spoken by participating families.	<ul style="list-style-type: none"> <li>- Employing bilingual/multilingual staff</li> </ul>



## Input on priorities, interests, home routines, and other cultural and social practices policy

Engagement	Examples
<p>Our preschool seeks input from participating families on priorities, interests, home routines, and cultural and social practices by collecting information prior to attendance and throughout the year as families' needs and goals change.</p>	<ul style="list-style-type: none"> <li>- Collecting an All About Me page to learn about each unique child and their family</li> <li>- Incorporating questions about language needs and languages spoken in the home in our intake paperwork and processes</li> <li>- Hosting in-person meetings with families</li> <li>- Hosting family events</li> </ul>

## Shared goals for children, including multilingual learners policy

Engagement	Examples
<p>Our preschool engages and collaborates with families around goals that inform our interactions and instruction with children.</p>	<ul style="list-style-type: none"> <li>- Co-developing goals with families through individual conferences with each family to set goals for their child's development and learning</li> <li>- Co-developing individualized learning plans for children that are informed by, shared, and discussed with families</li> <li>- Conducting surveys or focus groups to gather input from families on the goals they would like to see for their children within the program</li> </ul>
<p>We provide culturally responsive instruction and support dual and multilingual learners.</p>	<ul style="list-style-type: none"> <li>- Recognizing the rich and varied cultural wealth, knowledge, and skills of multilingual learners and developing content inclusive of multiple cultures of participating families</li> <li>- Employing bilingual/multilingual staff</li> </ul>



Engagement	Examples
	<ul style="list-style-type: none"> <li>- Putting learning in context for children so they can connect a topic to their current lives or communities</li> </ul>

### Family and community input on program operations policy

Engagement	Examples
<p>Our preschool partners with families and the community to inform decision-making about program operations.</p>	<ul style="list-style-type: none"> <li>- Hosting community conversations within the Parent Association to get community input and involvement</li> <li>- Hosting a website where families and the community can access program policies, procedures, and resources</li> <li>- Providing a handbook to all families at the beginning of the school year that contains detailed information on program policies and procedures, including contact information for key staff members</li> <li>- Engaging with our <u>Local Coordinating Organization (LCO)</u> to better understand community needs</li> <li>- Engaging with our <u>Early Childhood Council</u> to better understand community needs</li> <li>- Engaging with our <u>Family Resource Center</u> to better understand community needs</li> </ul>

### Supportive transitions into and out of the preschool program policy

Engagement	Examples
<p>Our preschool involves families in the transition of their children into and out</p>	<ul style="list-style-type: none"> <li>- Hosting orientation sessions for families entering our preschool program to familiarize them with</li> </ul>



<p>of the Preschool Program, including between classrooms within the Preschool Program and into Kindergarten</p>	<p>routines, policies, and staff</p> <ul style="list-style-type: none"> <li>- Contacting families in person or by phone in the days or weeks prior to the start of preschool</li> <li>- Providing resources to families about helpful strategies for successful and effective transitions to support their child when transitioning to a new program or classroom</li> <li>- Organizing visits to nearby kindergarten classrooms for children and families</li> <li>- Having children practice kindergarten routines (e.g., lining up, putting on backpacks and/or snow gear, participating in Specials classes)</li> <li>- Providing children with books and interactive materials about kindergarten in the months leading up to the transition, including materials children can take home to share with their families</li> </ul>
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### Quality interactions policy

Engagement	Examples
<p>Our preschool ensures the quality of program-family and program-staff interactions.</p>	<ul style="list-style-type: none"> <li>- We foster open and respectful communication in all program interactions</li> <li>- We collect feedback from families on their interactions with staff and use the feedback for staff evaluations and professional development</li> <li>- We encourage families, community members, and staff to provide feedback and suggestions to further enhance our family and community engagement efforts</li> </ul>