

AXIS International Academy
AXIS Preschool Policies and Procedures

General Contact Information:

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A) Philosophy and Purpose

By advancing academic excellence, cross-cultural understanding, multilingualism, and social-emotional and cognitive skills development, AXIS International Academy prepares students to lead choice-filled lives and be thriving citizens of character in their local and global communities.

B) Ages of Children Accepted

Preschool is offered for children who are at least 3 ½ years old and who are not yet 5 years old as of October 1.

C) Calendar, Hours of Operation, & Closed Days

AXIS International Academy Preschool operates from August through May, following the AXIS Master School Year calendar (available on our website).

AXIS Preschool Daily Schedule:

- 7:45-8:00 Student Arrival
- 8:00-9:00: English Language Arts (CKLA)
- 9:00-9:30: Morning Snack & Recess
- 9:30-10:30: Partner Language (CKLA Themes)
- 10:30-11:00: Lunch
- 11:00-11:30: Dimensions Math
- 11:30-12:30: Academic Centers
- 12:30-1:00: Recess
- 1:00-2:15: Rest Time/Quiet Activity
- 2:15-2:30: Snack Time
- 2:30-3:00: Bilingual Story Time
- 3:00-3:20: Clean Up and Dismissal

AXIS Preschool follows the AXIS master calendar and will be closed as outlined in the calendar section of our website.

D) Inclement Weather or Excessively Hot Weather

In the case of inclement or excessive heat, AXIS Preschool utilizes Child Care Weather Watch chart to determine if it is safe for children to play outdoors. If it is determined that it is safe, AXIS staff ensures children are dressed appropriately for the weather and outdoor play time may be limited. In the case of excessively hot weather, children are encouraged to play outdoor games under the cover of shade as well as drink plenty of water.

Should unexpected severe weather or emergencies require the closing of the AXIS facility, notifications will be made via the AXIS website, Facebook page, and an AXIS email alert. Parents should ensure their email is up to date in the Infinite Campus Parent Portal. In all cases of severe weather, parents should exercise their own judgment on whether to have their child in school.

Given that AXIS is located within the Poudre School District (PSD), if PSD is closed it is highly likely AXIS will be closed as well. Because AXIS students come from all over northern Colorado, AXIS may close school even if PSD remains open. When school is cancelled, all after school and evening activities will be cancelled as well.

For additional details please visit the [Inclement Weather Procedures page](#) of this website.

E) Enrollment Policy

Enrollment and partner language placement is on a first-come, first-served basis. All incoming families must complete [an Initial Student Application](#). Families will be notified if there is a space for their child.

Once families have been notified of space availability, parents and/or guardians must:

- 1) Complete [all paperwork listed online](#)
- 2) Provide Immunization Records
- 3) Provide a [General Health Appraisal Form](#) (completed and signed by a physician) stating that the child has had a well-check within the last 12 months. If your child has a medical or personal exemption from immunizations, please notify staff to receive the correct paperwork.
- 4) Enroll your student in KangarooTime, the software used for attendance and billing, and pay [the enrollment deposit](#).
- 5) For students who will not be 4 by the October 1 cutoff, complete the [Ages & Stages Questionnaire \(ASQ\)](#) prior to the first day of school.

Children in care shall be immunized as required by 6 CCR 1009-2 Rules pertaining to the Infant Immunization Program and the Immunization of Students Attending School. The official Certificate of Immunization, official Exemption Form, or written documentation of the child being In-Process shall be on file for each enrolled individual. Upon request of state or local health agencies, childcare facilities are responsible for providing records, with identifiers removed if the facility is subject to the Family Educational Rights and Privacy Act (FERPA).

A child who is not appropriately vaccinated for his/her age and in-process, or exempt from immunizations, shall be denied attendance in accordance with 6 CCR 1009-2.

F) Fees, charges, and costs

* All fees, charges, and costs are per child, unless otherwise noted

* All rates and fees are per month, per child, unless otherwise noted.

TUITION: Tuition is due on the 1st of each month for the corresponding month. Invoice and payment options are available one week prior to the 1st of the month. A payment plan for payment each Friday for the following week may be set up with the Business Manager's approval. The 26_27 Tuition Rate can be found [here](#).

REGISTRATION FEE (PRESCHOOL ONLY):

\$100 per year, non-refundable, due upon enrollment. This is a nonrefundable fee. If you decide to withdraw your child and return to AXIS Preschool, the registration fee will be applied again.

LATE PAYMENT FEE: You will be charged a late fee of \$5.00 per day for payments made after the 5th day of the month, up to \$25.00. Thereafter, the child may not attend until payment is made in full, including all fees and costs.

HOLD SPACE PAYMENT: The full, non-refundable registration fee and first month's tuition is required to hold a place for your child; this does not guarantee a place for your child. If AXIS cannot provide a space for your child, the first month's tuition will be refunded.

TERMINATION OF CARE PAYMENT: 30-day notice is required to withdraw a student. AXIS requires full payment, **upon notice of the withdrawal**, of tuition as well as all other fees and costs for those 30 days (about 4 and a half weeks).

RETURNED CHECK FEE: \$25.00 per check plus any additional bank fees and/or costs.

* All rates and fees are subject to change.

G) Procedure for identifying where children are at all times

Staff members are responsible for supervising children. We conduct head counts every 30 minutes to ensure all children are accounted for. In the event of a missing child, emergency services and parent/guardian will be notified immediately.

H) Guidance and Discipline

At AXIS Preschool, we believe in creating and supporting a positive environment, positive relationships with each child, and helping children create positive relationships with their peers and families. We know that each child is unique, and some may need more attention or guidance than others.

Our goal is to create and maintain a socially and emotionally respectful learning and care environment. Sometimes children have a challenging time adjusting, during these times we like to use many tools and strategies to help keep themselves and others safe. Some of the tools

and strategies we use are redirecting, communication, giving space, or some time alone in their own area. In extreme circumstances, parents will be called or notified.

We support and follow the CDHS by providing individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting, and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. We will also provide contact information or reach out to an early childhood mental health consultant or other specialist as needed.

I) Illness, Accidents, & Injuries

AXIS Preschool follows Colorado Department of Public Health and Environment guidelines as outlined in the "How Sick is Too Sick?" document.

In addition, AXIS has a strict sick policy as we strive to keep the center clean and reduce the spread of germs and illness. Families should keep children home if they:

- 1) Have had a fever, vomiting, or diarrhea within the last 24 hours of the beginning of the school day.
- 2) Are taking antibiotics for an illness and have not yet been on them for at least 24 hours (unless returning with a doctor's note).
- 3) Are sick with a cold, flu, chicken pox, pink eye, or other contagious illnesses

A doctor's note stating that the child may return to care may be required under certain circumstances. If your child gets sick while in our care, we will call you immediately and you will need to pick up your child within 30 minutes. We will provide a quiet area, away from other children, in which the child can sit or lay down. We stringently adhere to this procedure to ensure compliance with the Colorado Health Department regulations for the safety of your child and the other children.

In the case of a minor accident and/or injury that occurs while in our care, staff will administer basic first aid. We clean minor injuries with soap and water and apply bandages, if needed. We will notify parents by letter, phone, or upon pick-up.

In the case of a major injury, allergic reaction, or life-threatening situation, emergency services will be summoned immediately, then parent/guardian will be notified. All serious injuries and incidents will be documented, kept in the child's file, and reported to the Department of Human Services and licensing.

J) Emergency Response Procedures

ON-PREMISES EVACUATION: In the event of an on-premises evacuation, the children will be led to a designated area nearby or a safe area within the building. Staff will account for all the children, call 911, then notify parents as soon as possible.

ACTIVE SHOOTER EVACUATION: In the event there is an active shooter on school grounds or near school grounds and you can identify the shooter's location is in a place where children can be

safely evacuated, take the children to an outside location where they are safe from the shooter. Account for all children, call 911, then notify parents as soon as possible.

OFF-PREMISES EVACUATION: If it is necessary to evacuate the premises and it does not jeopardize staff safety or the safety of the children, move emergency supplies (food, water, first aid supplies, blankets, clothing, flashlights, radio, etc.) and children's records to the emergency wagon. If we need to move to the off-premises meeting location, we will contact the Poudre School District and use their designated site at Timberline Church. If we need to change the off-premises meeting location because of safety issues and the new evacuation location is known, it will be posted on the front door. Staff will account for all the children, call 911, then notify parents as soon as possible.

REVERSE EVACUATION "LOCK DOWN": Lock all doors, gather children in a safe area. Account for all children. Contact parents to inform them that they may not have immediate access to their child(ren), depending on the advice of authorities. If the reverse evacuation went into effect due to circumstances that local authorities may not be aware of, contact them. If the evacuation was enacted by authorities, inform them that this location is a childcare center. Notify parents as soon as possible.

ACTIVE SHOOTER REVERSE EVACUATION: In the event there is an active shooter, and you cannot identify the shooter's location, or it is not safe to take the children outside or remove them from the classroom, lock all doors, gather children in a safe area away from doors, windows, and farthest away from where shots are being heard. Account for all children. Contact parents to inform them that they may not have immediate access to their child(ren), depending on the advice of authorities. If the reverse evacuation went into effect due to circumstances that local authorities may not be aware of, contact them. If the evacuation was enacted by authorities, inform them that this location is a childcare center. Notify parents as soon as possible.

TORNADO: In the case of a tornado watch, staff will monitor the weather and be on standby. In the case of a tornado warning, staff members will gather all children and provide shelter in the building, clear of windows and hazardous structures. Staff will account for all the children, call 911, then notify parents as soon as possible.

FIRE: In the event of a fire, the children will be led to a designated area nearby or a safe area outside the building. Staff will account for all the children, call 911, then notify parents as soon as possible.

EARTHQUAKE: Move all the children to the hall and classroom doorways, sit on the floor in a tuck position protecting the face and head. Staff will account for all the children, call 911, then notify parents as soon as possible.

SHELTER IN PLACE: If possible, move all the children into one classroom. Otherwise move all the children to a closet or bathroom within the classroom, close the door, sit or lie on the floor, and protect their face and head. Staff will account for all the children, call 911, then notify parents as soon as possible.

GAS LEAK: Evacuate all children and lead them to a designated area nearby or a safe area. Staff will account for all the children, call 911, then notify parents as soon as possible.

LOST/MISSING CHILD: In the unlikely event that a child should become lost or missing, staff will retrace steps from the location where the child was last seen and sweep entire indoor and

outdoor areas. If the child is not located within 5 minutes, call 911 then parent. Fill out the Lost Child Report. Report missing children to the Department of Human Services.

INTOXICATED PARENT/GUARDIAN: If a parent, guardian, or designated pick-up person arrives intoxicated to pick up their child, we will advise that they do not drive. We will ask if they find, or allow us to find, a different method of transportation. If the parent, guardian, or designated pick-up person chooses to drive intoxicated with their child, our staff will contact the local police department and social services.

ABANDONED CHILD: In the case that a child is left at school after closing, and we are unable to contact parent, guardian, or the emergency contact, staff will contact the local police department and social services.

The following numbers may be used to locate AXIS groups:

Elisa Welch (Director of Operations): 608-213-6719

Fort Collins Police (Non-Emergency): (970)221-6550

American Red Cross: (970)226-5728

K) Transportation Procedures

We do not currently offer transportation.

L) Transportation Safety

We do not currently offer transportation.

M) SPECIAL ACTIVITY POLICIES

We currently only offer on-site field trips.

In the case we decide to offer an off-site field trip, parents will receive a Field Trip Authorization Form to sign providing the date, location, transportation method, and time frame student groups will be offsite. Staff perform routine head count and/or roll call before leaving the preschool classroom, upon arriving at the designated field trip area, before leaving the designated field trip area, and upon arriving back at the preschool classroom.

While in our care, we believe children should be learning, interacting, and engaging in play. Therefore, technology and media are limited. This includes television, movies, computers, and any other such devices. With parent/guardian permission, classes will allow up to two 15-minute increments per day for use of these devices, solely to support instructional delivery.

If there is an additional fee required for field trips or special activities, parents/guardians will be notified in advance, in writing.

Families will be required to either decline or approve participation in certain activities (such as field trips and media viewing) in the AXIS Family Programs Form included on the website.

N) Children's Release Policies

Children will only be released to parent, guardian, or persons who are authorized by the parent or guardian in the enrollment paperwork. The only other circumstances a child may be released to someone other than those listed is with written authorization that can be verified by staff (by phone call, text, or email by an authorized person). That written authorization is only valid for pick-up on that day. It is the parent/guardian's responsibility to add and/or remove authorized pick-up persons as needed. If the staff is not familiar with or does not recognize the pick-up person (even if they are an authorized pick-up person), they will ask for a form of photo identification. Please inform all pick-up persons of this so they will come prepared to show a photo identification.

O) Policies for children picked up late or left at the center after closing

We ask that your child is picked up on time. If your child is not picked up at the scheduled time, for each minute after the scheduled pick-up time, there will be an additional charge of \$1.00 per minute.

Before and after care is available to preschool families through the AlphaBEST program. Families are encouraged to sign up for AlphaBEST if they know they will be consistently late for pick up.

In the case that a child is left at the childcare past closing and we are unable to contact parent, guardian, or the emergency contact our staff will contact the local police department and social services.

P) Late Arrival When the Class is Outside the Classroom

If your child arrives after the class has left the classroom, please check in at the front office. Staff will let you know where the class is and determine whether your child can safely join the group.

If your child is unable to join the class's current activity, you will be responsible for arranging alternative care until the class returns.

Q) Medical & Medication Policies

Prior to attending AXIS, the school must receive the child's Immunization records showing current vaccinations, a signed (by parent/guardian and health care professional) Personal or Religious Exemption form, or an In-Process form (please see registrar for correct forms). AXIS also requires a signed (by parent/guardian and health care professional) General Health Appraisal form. Any routine medication, prescription, or non-prescription (over the counter) must be administered only with a current written order of a health care provider with prescriptive authority and with written parental consent. Home remedies, including homeopathic medications, cannot be administered in our childcare center. The written order by the person with prescriptive authority must include:

- A. Child's name
- B. Licensed prescribing practitioner's name, telephone number, and signature
- C. Date authorized
- D. Name of medication and dosage
- E. Time of day medication is to be given
- F. Route of medication
- G. Length of time medication is to be given
- H. Reason for medication (unless this information needs to remain confidential)
- I. Side effects or reactions to watch for
- J. Special instructions

All medications:

- All medications, prescriptions or over the counter, must be kept in the original container or container with original label attached to that and must be clearly marked with your child's first and last name.
- In the case that a medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized on an annual basis (at minimum). Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label. Verbal orders taken from the licensed prescriber may only be accepted by a licensed registered nurse.
- Acetaminophen or ibuprofen can be used multiple times with one current, signed multi-use medication order for up to three consecutive calendar days if the order is specific about when the medication is to be given and the dose to be given. This order must be renewed annually or if any of the instructions change.
- If a medication is out of date or left over (both prescription and over the counter), parents are responsible for picking up the medication. If parents do not respond, the center is responsible for the disposal of the medication. WE CAN NOT GIVE CHILDREN EXPIRED MEDICATIONS.
- A written medication log will be kept for all children that require medication. Emergency medications are stored in a room temperature unlocked box in the front office. Staff will have easy access to all medications in case of an emergency. If medication requires refrigeration, it will be kept in a leak proof container in a separate area of the refrigerator. All other medications will be kept in a locked box in the front office.
- Upon enrollment, you will be provided with a Medical Permission form that you will need to have signed by your child's physician. This form must be filled out and signed annually, or upon any changes, to ensure we are up to date on your child's medication needs. We do not accept any EpiPens or inhalers that are expired or not in their original packaging.
- All our staff have First Aid and CPR, Standard Precautions, EpiPen and inhaler usage training. Only staff members who have medication administration training may administer medications. We always have at least one staff member in the building who has medication administration training. In the case that an EpiPen needs to be used on a child suffering from an allergic reaction, we will first contact emergency services and then call the child's parent/guardian immediately after.

R) Children's Personal Belongings

We ask that every child has a spare change of clothing (to be brought on the first day of care). If the child needs to use the spare clothing, it will be sent home, and the parent/guardian needs to provide a new set of clothing on the next day of care. We prefer that items from home, including toys and money, not be brought to care, unless requested by a staff member (for example, a show and tell day). We will not be responsible for any lost, stolen, or broken items that are brought from home (including money).

Clothing and Outdoor Play

Children play outside daily unless the weather conditions are extreme. Parents should send weather-appropriate clothing each day, including coats, hats, gloves, boots, and sunscreen in warm months. All items must be labeled with the child's name.

S) Meals and Snacks

AXIS Preschool adheres to the following schedule regarding snack and mealtimes:

- 9:00 AM- Snack
- 11:00 AM- Lunch
- 2:00 PM- Snack

AXIS staff cannot cut, heat, prepare, refrigerate, or handle any food brought into the center. All food must be brought in an insulated bag or container. Food provided will need to meet current USDA child and adult food program meal patterns and portion requirements.

T) Diapering and Toilet Training

All children must be potty trained before starting care at AXIS, but in the case of an accident, we will guide the child to help themselves to get cleaned up and changed into the spare clothing provided by the parent/guardian. If we feel the child cannot be cleaned up enough to be safe and sanitary or the child cannot get themselves cleaned and changed, we will require the parent/guardian to come pick up the child. The child may be returned to care once they have been cleaned properly and changed into clean clothes.

Repeated bathroom incidents may result in a conference with the family to determine readiness for care. If the school determines that a student is not fully potty trained, families will be asked to seek alternative care until the child is ready to return.

U) Visitors

All visitors that enter the center must sign in on our visitor log and provide picture identification. All visits must be authorized in advance or requested by preschool staff. Tours may be scheduled with the Head of School.

V) Conferences

Conferences will be held twice a year, more often if needed. During conferences, staff will discuss your child's development, the school curriculum, address questions, and concerns, and what to expect going forward.

W) Filing a Complaint

Any complaints regarding our facility, or any licensed facility in Colorado, may be filed to the Colorado Department of Human Services, Office of Early Childcare at 1575 Sherman St., Denver, CO 80203 or reached by phone at (303) 866-4453.

X) Child Abuse

As required by law, all childcare workers are mandated reporters. If any of our staff have suspicion or concern that a child is being abused (mentally, physically, emotionally, or otherwise) they will report it. "How to Report" forms are available for all parents, as required by Colorado Law. If at any time you or someone you know suspects child abuse, please call your local authorities or 1-844-CO-4-KIDS (1-844-264-5437).

Y) Withdrawing child from the center

If you decide to withdraw your child from the center, 30-day notice is required and payment of all tuition, fees, and costs for that 30-day period are expected upon notice of withdrawal. If AXIS is concerned your child's needs are not met in our program, we will involve you in the process of identifying the issues and working towards resolution. However, if after reasonable and appropriate interventions have been tried, and AXIS determines that this is not the best fit for you, your child, or the center you will be required to withdraw your child from the program. If AXIS believes in their sole discretion that the actions of a parent/guardian are disruptive, inappropriate, or inconsistent with the center's best interest, it may elect to withdraw the child from the program. If the center elects and/or requires you to withdraw your child from the program, it will be deemed in an appropriate time frame, and tuition charges will be applied to the time your child was here, and the rest will be refunded.

Z) Suspension & Expulsion

AXIS takes many steps before considering suspension or expulsion. AXIS staff and administration are diligent to meet the needs of all children, and we pledge to document incidents and remain in constant contact with parents/guardians to provide the best care that we can for every child.

In some cases, a child may have intensive needs that our private center is unable to accommodate. If safety-related behaviors occur, students will be placed on a 30-day Student Success Plan to address and mitigate those behaviors. This plan will include specific goals, strategies, and support from both school and home to help the child be successful. If, at the end of the 30-day plan, the student has not met the goals outlined, families will be asked to seek alternative care.

MISC:

Checking your child In/Out

AXIS uses the Kangaroo Time app for checking children in and out of care:

- 1) Drop off: Upon arrival, you must check your child into the center through the Kangaroo Time app and provide any necessary items for that day (e.g., a change of clothes, your child's food if needed).
- 2) Pick Up: At the end of the day, you must check your child out through the Kangaroo Time app before your child is dismissed by a staff member

The only person(s) your child will be released to is the parent(s)/guardian(s) listed on the enrollment form and person(s) listed on the Authorization for Pick-Up Person(s) form. If the staff member does not recognize the person picking up the child, they will be asked to provide photo identification.

Childcare Staff

At AXIS, we seek teachers who will expertly develop student knowledge, skills, and language (English and Spanish, Mandarin, or French). We select staff who believe strongly in our values, mission, and educational philosophy. We value diversity across all areas, and we are an equal opportunity employer.

We offer a unique opportunity for teachers to be leaders in and outside their classroom and in our community at large. We seek teachers who love to teach, but who also love to learn. Our teachers are innovators and are committed professionals who like to implement best practices to accelerate student learning in two languages. Teacher feedback is valued and actively incorporated into school decisions.

Our staff culture is supportive, collaborative, and diligent. We offer individualized professional development opportunities to help our teachers grow their own skills and accomplish their short-term and long-term professional goals. Our teachers thrive in an international work environment right here in Fort Collins, Colorado.

To ensure we reach our AXIS vision and mission, we seek teachers and academic assistants who:

- Share a passion for children, for the teaching profession, and for the AXIS mission
- Model AXIS value- respect, empathy, honesty, integrity, responsibility, perseverance, and cooperation
- Believe in synergy, collective impact, and collaboration
- Provide a nurturing, structured, and learning-centered classroom environment
- Possess knowledge and apply evidence-based practices in instructional planning and delivery
- Seek to master and apply AXIS foundational framework and AXIS mission-aligned curriculum

- Exhibit excellent communication skills and ability to build strong relationships with students, colleagues, and parents

Special Needs Policy

Families should inform AXIS of medical, developmental, behavioral, accessibility, or other support needs that may affect the child's care. AXIS leadership will meet with the family to determine whether the child's needs can be reasonably supported within the program. Exceptional care and/or services may require special or additional pricing.

Quiet Time /Rest Time Policy

Preschool quiet time is from approximately 1:00 PM until 2:00 PM. Quiet activities are made available for children who do not sleep during the first thirty (30) minute period. Children who do not sleep after thirty (30) minutes can move to another area and will be provided with quiet toys and equipment to play with, like puzzles or books. Children who fall asleep will be allowed to leave their napping area within ten (10) minutes of waking. Parents must provide a labeled blanket and small pillow. Bedding will be sent home weekly on Friday for washing and must be returned clean each Monday.

LICENSING STATEMENT & REGULATORY COMPLIANCE

AXIS International Academy Preschool is licensed by the Colorado Department of Early Childhood and complies with all applicable state regulations. Our license number is 1748644. For questions regarding licensing, contact the Colorado Department of Early Childhood at 1-800-799-5876

Amendments, Additions, Deletions

AXIS International Academy reserves the right to amend, add, and/or delete items from the Family Programs Policies and Procedures at any time that the school deems necessary.