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Dear Parent(s):

Welcome to Little Britches Learning Center. We would like to congratulate you on choosing to join our childcare family. We hope that your future experiences with our facility will meet every standard on your list. We are looking forward to offering your child an environment that stimulates growth, learning, leadership, development, and positive self-esteem. We desire to provide comfortable care that suits both you and your child's needs. We offer your family high quality care and curriculum at affordable prices in a secure and loving environment.

Children learn to explore their environment through their senses and appreciate the learning process through continuous hands-on experiences. Little Britches Learning Center will provide such concrete experiences, thus reinforcing their ideas of self-knowledge, self-respect, and independence. We encourage you and other family members to take part in this unique learning experience. Please feel free to stop in and observe your child at work – we have an Open Door policy for all those families enrolled. In order to assure a positive childcare experience, we need you and your family's help, cooperation, strength, guidance, and support in all that we do. The well being of your child is important and the lines of communication must remain open between you and the childcare staff. So take a moment to speak with our staff and learn as much about us as we hope to learn about you.

We now ask that you take some time to carefully read this Parent Handbook. It provides all the information needed to bridge the gap between the parent and staff roles. Parents are encouraged to take part in all aspects of the center. They are also expected to voice any questions, concerns, and comments, no matter how "trivial" they may seem. We will be prepared to handle the issues you set before us...we are ready, willing, and able.

After reviewing the Parent Handbook, please make sure that every section is reviewed and that all your questions have been answered to the fullest. We have enclosed, at the end of the handbook, a Parent Policy Agreement for you to sign. By signing this agreement, you are agreeing with and swear to abide by the policies set forth by Little Britches Learning Center.

Once again, we congratulate you and your family on choosing our facility and for being smart about the future of your child.

(08/10)

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Mission Statement, and Facility Program Description

“The goal of our facility is to provide an educational environment that creatively promotes the growth and development of each child. In doing so, each child is encouraged to think independently, experience safe and enriching life experiences, experiment responsibly, and realizes their full potential. Through stimulation and challenging lessons, each child will be given the opportunity to develop a positive self-image, a feeling of self-worth, and will come to understand the “Love of Learning” in an atmosphere of acceptance. We assure development of the “whole child” by providing programs that meet the social, emotional, intellectual and physical needs of each child. The center hopes to build an awareness of not only self-needs, but the needs of those around them. This, in turn, guides them to the realization that others can help in important life decisions. We believe in a balanced program that offers an adequate foundation for security, yet enough freedom to creatively explore and grow regardless of his/her abilities.”

We serve children 6 weeks to 16 years in the following categories:

- Infant (6 weeks – 18 months)
- Toddler One Care (12 months – 24 months)
- Toddler Two Care (24 months – 36 months)
- Pre-School
- Pre-K
- Kindergarten
- Before and After School Care for older children

Each classroom teacher implements developmentally appropriate curriculum on a weekly basis, no matter the age of your child. It is important that each child is given every advantage to develop the necessary language and social skills that are needed in later learning/life. This time in your child’s life is critical; your child is learning to openly communicate with those around them. Since they do so in many different ways, we have implemented our programs with age-appropriate activities that are designed to allow your child to develop to his/her full potential. At the same time, we offer each child the opportunity to pace themselves at their own level so as to ensure the retaining of accurate information. An individual classroom schedule will be provided to you and your family for reference.

Changes in Policy

Two (2) weeks written notice is provided to each family before any major price or policy changes are made.

Admission Policy and Enrollment Procedures

A child must be at least six (6) weeks of age to be admitted into our programs and under the age of sixteen (16) years. Admission to our facility is based on space availability, regardless of the applicant’s sex, race, or religious beliefs. We reserve the right to deny acceptance of any child whom we feel will not benefit from our programs. Furthermore, we reserve the right to recommend formal evaluations, observations, and/or counseling for those children who are unable to benefit from the program offered. Refusal of such recommendations or repetitive difficulties with the child could possibly lead to termination of contract. Our pre-admission and enrollment procedures are as follows:

A. Pre-admission

Upon contact with our facility, an interview and tour are set up with the prospective family. This allows us the opportunity to assess the family and child directly before the actual enrollment is completed. Space availability is assessed as well. If the family wishes to

wait to enroll their child, their name will be placed on the classroom waiting list. Space availability cannot be guaranteed without monetary compensation.

B. *Enrollment Procedures*

Upon satisfaction of the pre-admission interview, formal introduction of the child and his/her family will be made to the specific program teacher. The child is initially placed in a classroom according to age appropriateness. As the year progresses, he/she may be moved to another classroom based on the individual needs, completed administrative evaluations and observations, as well as permission from the parent's.

A manila envelope containing all the appropriate enrollment paperwork is presented to the family and reviewed by the facility Director.

The manila envelope is not given to the family until the registration fee and the first week of tuition has been paid in full.

C. *The First Day of Attendance*

Your child cannot be accepted into the facility until all the enrollment paperwork has been completed and returned to the administrative staff. The Colorado Department of Social Services requires childcare facilities to have all enrollment paperwork and vital information on file. Once the paperwork has been reviewed and filed by the Administrative Staff, contact is made with the family to schedule the first official day of care. If Social Services or a Third Party is responsible for part or all of the tuition payment, proper authorization must be provided to the facility before care can begin.

Tuition Payments, Enrollment Fees, and Financial Penalties

A registration fee of \$25.00 or an educational fee of \$50.00 per child must be paid at the time of enrollment. This is a non-refundable fee and is due the third Monday of August annually. Depending on your child's classroom placement, this registration may be payable at the beginning of each learning session. Exceptions might be made if special circumstances arise. If at any time your child is withdrawn/terminated from the center and re-enrollment is needed, the registration fee must be paid again.

All tuition payments are due in advance – NO EXCEPTIONS! Weekly payments are made at the end of the business week for the following weeks care and are considered delinquent if not paid. You are paying for Services To-Be-Rendered. Weekly tuition payments cover the basic costs for daily care – meals, supplies, and teacher wages. Planned activities and field trips are not calculated into your weekly tuition payments. Billing for such activities is completed at the end of the week to ensure accuracy. A late fee of \$50.00 is charged at the end of the business day for non-payment. Then, a fee of \$10.00 per day is assessed starting the first day of the new business week until payment is made and your child is refused care. If it becomes a chronic condition, termination of your contract is made with all debts paid in full. Payment can be made by cash, check, money order, credit card, and debit card. Returned checks receive a \$50.00 charge on top of delinquent payment fees. Money order payments are then required of those individuals who have had two (2) or more non-sufficient fund check returns.

CCAP (Child Care Assistance Program) and Third Party billing clients are responsible for payment of any days/hours your child is present. If authorization is not made or if termination has been made by them, you become responsible for full payment of the total bill. CCAP Parental Co-Payments are due the last business day of the month for the following month's care. You are paying for Services To-Be-Rendered. Your contract may be terminated if this payment is not made on time. All late fees accrued are the responsibility of the paying Parent/Guardian. In addition, all CCAP families may not miss more than three (3) days per month. This is a policy

stipulated by each CCAP department. Absences reaching this limit must be reported to your case worker and care may be terminated.

There is no payment exemption from holidays, absences and/or facility closures. Payments are not altered or pro-rated if an absence occurs.

Hours of Operation, Holidays, and School Closures

Little Britches Learning Center is open year round, Monday through Friday, 5:30 A.M. to 6:30 P.M. Children may not be dropped off at the facility before these hours, nor are they to be left past the closing time hours.

The following is a list of holidays in which our facility is closed. There are no credits for holidays and tuition is due, in full, as always:

- | | |
|--|--------------|
| New Year's Day | Memorial Day |
| Independence Day | Labor Day |
| Thanksgiving (limited care the day after) | |
| Christmas Day (limited care Christmas Eve) | |

If a holiday should fall during the middle portion of the week or on the weekend, the LBLC administrative staff reserves the right to extend/change the facility closures. Changes encompass, but are not limited to facility closures due to poor weather, lack of utilities, major illnesses, low attendance, staff trainings, inspections by governing agencies, and early closures. Such changes/extensions are made known to each family enrolled on an as-needed basis. Such decisions can be made "spur of the moment."

We offer Pre-School and Pre-Kindergarten programs that run during the typical school year. These programs are offered with or without child care and begin at 9:00 a.m. each day and are integrated into the length of the day.

As part of our curriculum planning, **ALL** cultural and religious holidays incorporated into the lesson plans. We believe in introducing the children to diverse cultural experiences. Parental consultation may be needed for those holidays that we are unfamiliar with. Suggestions are welcomed as well. If you wish for your child to be withheld from specific celebrations, written notice is required. Accommodations are made by planning alternative activities/events for your child.

Birthdays are an extremely exciting holiday for everyone. The center welcomes the chance to celebrate. Please discuss your plans with your child's teacher. We ask that if treats are brought in, that a check-off sheet be obtained from your child's teacher to assure that no child be left out. If you are planning a party outside of the facility and wish to distribute invitations, please be considerate and only do so discretely.

In the event of inclement weather, tune in to Channel 9 News or visit their website at www.9news.com to find out if our facility is closed. If weather should become bad while the children are at the facility, families are contacted to come and pick up their children as soon as possible.

Tuition is due for all closures within the facility. This includes holidays and closures due to inclement weather or staff in-service training. **NO EXCEPTIONS!**

Schedule Options

Little Britches Learning Center encourages many of its families to bring their children on a consistent basis. We want the children to view us as more than just strangers filling their days

with activities, games, and free play. We wish to establish a secure relationship with both you and your child. That is why we attempt to schedule children for Full-Time care. Full-time hours are considered care for more than five (5) hours but no more than eleven (11) in one day. This time limit applies on the actual time a child is physically at the facility. Unless your payment agreement states otherwise, a maximum of eleven (11) hours is allowed for all children enrolled before additional charges are assessed.

If your child is left at the facility over the agreed hours, a late fee of \$1.00 per minute is assessed up to 30 minutes. This fee applies to those children left past the scheduled hours without proper notification or those children left past our closing hours. If the tardiness runs past 30 minutes, you are charged for one full day of care plus the \$30.00. Such charges also apply to those parents enrolling under CCAP.

If your child is in our care past 45 minutes of the agreed time or 45 minutes past closing, local law enforcement will be contacted and your child may be handed over to Social Services/Child Protective Services. In the event of a child continuously being left for abnormally long periods of time, we are obligated to notify the authorities of possible neglect and/or abuse.

Schedule Changes and Unscheduled Days/Hours

We do not allow children to come to the center on unscheduled days/times without prior approval of the center Director. Switching days/hours leads to possible over-enrollment and uneven classroom ratios. Daily maximum capacities are established for the safety and well being of all the children. Staffing problems may occur as well. Extra days/hours are permitted if space allows. We ask for formal written notification anywhere from one (1) to two (2) weeks before the changes become affective. Extra fees may be assessed as well.

Children cannot be dropped off after 9:00 a.m. We wish to break the stereotypical view of the "babysitting child care center." We are considered a learning center because we provide our children with stimulating curriculum and an exciting learning program that prepares them for school. Establishing a successful schedule depends on punctuality. *The learning programs begin at 9:00 a.m.* and we do not wish for the children to refrain from such an integral part of the day. We avoid children being checked-in later due to interference with the afternoon meal as well as naptime. In additions, any time a class is absent from the facility for field trips and other excursions, we are unable to provide additional staff to watch your child(ren) and he/she must remain with a parent/guardian until the group has returned. Exceptions to this requirement are made by the administrative staff on an as-needed basis. Such exceptions may include, but are not limited to doctor appointments, dentist appointments, conferences, car trouble, etc. The final decision essentially is made by the administrative staff. Abuse or overuse of the exception may result in disciplinary action, additional fees, and/or termination. Children who arrive tardy and are approved may join their group accordingly.

All changes require the Center Director's/Assistant Director's approval.

Attendance, Absences, and Vacation Credit

The consistency in a child's schedule is an integral part in their day to day learning and development. Adjustments are made on their part in order to integrate a new schedule, new friends, and new surroundings. Keeping that continuity assures a predictable and controllable situation in a child's life that they actually look forward to. Their sense of belonging and independence is reinforced when they are able to understand what to expect. So it is extremely important that your child's attendance to the center remains consistent and predictable...not just for your child, but for us as well.

Besides the forming of a strong and stable relationship, scheduling for both staff and children must be met without any hesitations or problems. We ask that all absences, planned or accidental, be made known to the administrative staff as soon as possible. Written notice is required for planned absences and phone calls are required for "last minute" absences. If such absences go for one week without notification, all fees and delinquent tuition are due. Re-enrollment and payment of the registration fee may also be required.

Each family enrolled into our facility is allowed three (3) weeks of Vacation Credit per calendar year. One half (1/2) of your weekly tuition payment is due for the vacation period. A "week" consists of five (5) consecutive days used (Monday – Friday). You CANNOT utilize vacation credits if your child has attended the facility for even one (1) day. Tuition for the vacation period must be made BEFORE you leave. Once the three weeks are used, full tuition is due for vacations taken. We require two (2) weeks written request with a listing of the absent dates for approval. This credit must be used within the calendar year and will not be carried over to the following year. Used credits are kept on file for future reference. After the credits are depleted and if the New Year has not begun, full tuition is required for any time taken off thereafter. If this policy is not adhered to, full tuition or re-enrollment procedures may be necessary including payment of the registration fee and possible waiting list options.

If your child is enrolled into our Kindergarten and School-Age Programs, special holiday rates are required to be paid during the designated time span. If vacation is taken during the time period when special holiday rates are in affect, one half (1/2) of this limited rate must be paid.

Vacation Credits may be used in the event of an illness that requires a large amount of time to be taken off from the facility.

Special Needs

Research has proven that between the ages of two (2) and five (5), children become aware of gender, race ethnicity and disabilities. We hope to reinforce positive learning experiences by integrating children from all backgrounds and physical abilities into the classrooms. This choice to allow children from all backgrounds and physical abilities is based upon our facility being licensed under the Child Care act and being subject to..."The non-discrimination provisions of Title VI of the Civil Rights Act of 1964 as amended and its implementing regulation, Title 45 Code of Federal Regulations (CFR), part 80; the Age discrimination Act of 1975 as amended and its implementing regulation, Title 45 CFR, part 91; Section 504 of the Rehabilitation Act of 1973 as amended and its implementing regulation, Title 45 CFR, Part 84." Our facility makes every attempt to maintain an ADA compliant environment so as to better serve the community and it clientele.

It is also possible that a child and/or personnel with HIV or AIDS may be included in our programs. Under the Rehabilitation Act of 1973, denying any individual based on his/her HIV positive status is discrimination and can be considered a violation. In order to protect each individual's right to privacy, such individuals will not be identified unless consent has been given to do so. Therefore, it is imperative that students and staff follow proper procedures to prevent the spread of all infectious diseases. The Colorado Department of Social Services and the Colorado Department of Health requires all individuals working in a child care setting be properly educated and trained in Universal Precautions, Bloodborne Pathogens, and the prevention of transmission of infectious diseases. Supplies and Biohazard kits are kept on hand should any individual be faced with a situation requiring contact with bodily fluids. These supplies are used for each and every child and adult, during every "risk of exposure" situation.

If an individual is enrolled or currently working for our facility with HIV or AIDS, evaluations regarding health status are completed regularly to determine if the risks of exposure to others has increased. Progress of the individual is monitored, especially after an absence due to illness. By

law, information regarding an enrolled individual or employee's health status CANNOT be released unless authorization has been given.

Health Policies

For the welfare of all the children and staff, each child must be brought to school in good health. If a child is unable to participate in any aspect of the program (indoor and outdoor play) he/she needs to be kept home. Our teachers are expected to do a brief visual inspection of your child upon arrival. Children with visible signs of illness are not admitted. This method of early prevention stops the spread of any diseases. In addition, your child may be sent home if one of the following occurs:

- A temperature of 99 degrees or higher – fever is usually a sign of infection
- Any unexplained/undiagnosed rash
- Profuse or abnormal discharge from the eyes, nose, or ears – if the discharge is green, this is a sign of a severe bacterial infection
- Intestinal disturbances, vomiting or diarrhea
- Continuous and inconsolable crying
- Constant coughing whether it be dry or followed by sputum
- Any other forms of contagious illness like Chicken Pox, Pink Eye, Strep Throat, Head Lice, Impetigo, Measles, Mumps, Rubella, etc.

If your child becomes ill while at the facility, your child is isolated from the other children and you are contacted immediately. You or a designated individual are expected to pick-up the child within one (1) hour of the phone call. Your child must then be kept home for at least 48-hours. If your child has been placed on antibiotics, they must be on the medication for 24 hours before they may return to the center. **The ONLY exception is if your child has contracted pink-eye – your child must be on the prescribed medication for 48 hours before they may return to the center.** In some cases, a longer period of absence is required due to the contagion factor of the illness. We also may require a note from your physician stating that the child's condition has been personally examined and that he/she may return to school.

If your child should have a chronic but non-contagious condition, we must have a note from your child's physician explaining the condition. This may encompass constipation, eye drainage due to blocked tear ducts, fever and diarrhea from teething and/or food allergies.

You are required to notify the facility of any illnesses that your child may have. Some illnesses require us to notify the Colorado Department of Health if they are serious enough. If notification is not made, possible termination of care may occur.

Medication

The storing and administering of medications and delegation of medication administration is in compliance with Section 12-38-132, C.R.S. of the "Nurse Practice Act." All prescription and non-prescription medications are only to be administered if the following steps are taken:

1. The Permission to Administer Medication form must be completed. The front side must be completed by your child's physician and the back side must be completed by the parent/guardian. Incomplete forms are not accepted. Forms with the FRONT and BACK side filled out by the parent/guardian are also unacceptable.
2. The medication must be current and brought to the facility in its original container. If the medication has expired or belongs to another individual, the medication is immediately discarded.
3. Medication labeling must match the instructions listed on the Permission form and include your child's name, the physician's name, the prescription date, and the proper administering

dosage. We do not accept trial size or promotional forms of medication. Such medications are given at random and can easily be removed from the physician's office without knowledge.

4. A dispenser, of your choice, must accompany the medication as well.

Over-the-counter medications can only be administered for a maximum of three (3) days. Such medications must be prescribed by a physician as an aide or preventative for illness. Prescription medications are given for the duration stipulated by the physician. If your child is taking medications for ADHD, ADD, depression, etc. that require long term distribution, the Permission Form must be completed ANNUALLY!

Children are not given medication on an "as-needed" basis and are not medicated if they are playing, sleeping, and eating normally.

All medications are locked away in a safety medicine cabinet. Medication CANNOT be left with your child in his/her backpack, bag, or cubbie.

Daily Documentation

Over the years, childcare has taken many a blow in regards to the quality of care provided. Accusations of neglect, child abuse, and molestation are easily associated with such situations. The childcare staff is expected to complete a Daily Journal Log located in each classroom. The contents of this log are confidential and contain information that may be helpful in the reporting of suspected child abuse cases, as well as the diagnosing of behavioral or developmental disorders.

Injuries and Accidents

When a simple injury occurs, the observing staff member completes a facility "Boo-Boo" report. Documentation of the incident is made in duplicate. One copy goes directly to the family and one copy is kept on file.

If a more serious injury should occur where medical treatment is needed, the Director of the facility:

1. Attempts to contact a parent/guardian or other emergency contact for specific instructions
2. Attempts to contact the child's physician if the parent/guardian is unreachable

If we cannot complete one of the two above tasks, the company physician and/or the paramedics may be alerted for help. Should time pose a problem, the child may be taken directly to the emergency facility stated on the **Health Information Form** by a staff member OR 911 may be contacted. Any expenses incurred ultimately become the responsibility of the child's family. Any eligible expenses are covered by the facilities insurance plan, but only after the mitigating circumstances have been reviewed.

The Colorado Department of Social Services also requires our childcare staff to be currently certified in First Aid, CPR, and Universal Precautions. Should an incident arise, we are prepared to handle it until the proper authorities arrive.

A formal State report must then be completed by the administrative staff regarding the specifics of the incident. This report is done in triplicate, allowing copies to be given to the family, the Colorado Department of Human Services, and filing/insurance purposes.

Child Abuse

The Minimum Rules and Regulations Reference Guide for Child Care Centers, issued by the Colorado Department of Social Services, state the following in regards to Child Abuse issues (Section A-7412.6):

“The child care facility shall report instances of suspected child abuse. Any person who has reasonable cause to know or suspect that a child has been subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the County Department or local law enforcement agency. Persons required to report such abuse or neglect or circumstances or conditions should include: Social workers or workers in a family care home or child care center. Any person participating in good faith in making a report or in a judicial proceeding pursuant to this title...shall be immune from any liability, civil or criminal, that otherwise might result by reason of such reporting. Additionally, the law provides for protection of the identity of the reporting party. Legally mandated reporters who willfully fail to report can be punished and can be liable for all damages (19-10-104, CRS 1986). In Colorado, the person reporting the suspected neglect or abuse need not and should not attempt to verify the facts. It is simply your responsibility to report the situation and allow the proper authorities to handle the case and prove or disprove the allegations. What should be reported to the County Department of Social Services or Law Enforcement Agency? The following types of known or suspected abuse or neglect should be reported:

- Physical maltreatment: any injury which is the result of the actions or omissions of a caretaker
- Sexual maltreatment: any sexual contact or sexually exploitative behavior involving a caretaker
- Failure to provide: food, clothing, shelter or medical care necessary for a child’s growth and development including the timely provisions of medical care
- Emotional maltreatment: acts or omission of an adult caretaker which could be expected to retard or damage a child’s emotional development or aggravate an existing impairment
- Harmful restraint and/or control: inappropriate use of restraint, isolation or medication that could harm or endanger a child.

However, if there is any reason to question whether or not an incident, circumstance or concern should be reported, it categorically should! All reports are made directly through the center Director or Head Teacher on duty.

In addition, if you believe that your child or any other child has experienced some form of abuse, please contact one of the following counties:

Larimer: 970-498-6990
Weld: 970-352-1551 ext. 6211

Messages or Instructions

Any messages pertaining to your child must be left in writing with the center Director to insure proper completion of your instructions. This means special pick up information, changes in phone numbers or personal information, scheduling, restrictions, etc.

Sign-In/Sign-Out, Special Pick-Up Arrangements, and Visitor Policy

It is required by State Law that your child be signed in and out on a daily basis while attending our facility. **YOU MUST SIGN YOUR CHILD IN UPON ARRIVAL AND SIGN HIM/HER OUT UPON LEAVING THE FACILITY.** We can not assume responsibility for your child if he/she has not been signed in or out for the day. Each family is instructed to use the computer system directly in

the facility lobby/office to check their child in and out DAILY! If failure to check in your child becomes a continuous issue, we reserve the right to refuse care or terminate your contract.

If someone other than yourself is designated to pick up your child, please notify us as soon as possible. Such notification can be made in writing or verbally. If they are not listed on your child's enrollment application and no special instructions have been left with the Administrative Staff, a verbal confirmation is made by the administrative staff. Any individual under the age of 18 cannot pick up a child from our facility. In addition, please do not allow your children to check themselves in/out. Inform all individuals picking up your child that they must have a valid picture I.D. upon arrival. If your designated individual arrives without any of the above listed information, they are not allowed to leave our facility with your child. If an individual other than yourself is responsible for picking up your child and exceeds the agreed hours of care, you are fully responsible for paying the late pick-up fees.

Although we do have an Open Door Policy for families enrolled, we still require prior notification of visitors other than the parent/guardian on file. Visits from others must be scheduled except for participation in facility events. All visitors to the center are expected to present a valid photo I.D. upon arrival. They must sign the visitors log and state their manner of business. They are not, at any time, left alone with the children.

In problematic domestic situations, divorces, or separations, be advised that a copy of a legal Restraining Order or other court documents must be on file in order to enforce that a non-custodial parent MAY NOT pick up a child. We cannot refuse pick-up to a parent based on arguments or other relationship problems. If the adult picking-up the child appears to be under the influence of either alcohol or drugs or otherwise appears physically incapable of safely taking the child home, Law Enforcement officials are contacted and the child is not permitted to leave with the adult.

If an individual attempting to remove a child from our facility without the proper authorization after having been informed of our stringent regulations, the front doors are locked and the child is moved to a secure area. The local Law Enforcement officials are contacted immediately.

Emergency Procedures

1. *Fire, Earthquake, or Tornado*

Our space is a Tornado Shelter, therefore the children are safe within our space. The center follows the Emergency Evacuation Plans posted in each classroom as well as the front office. If time allows, we first attempt to contact all parents to pick-up their children. Otherwise, we evacuate to the designated evacuation site, stated on the plan.

Drills are practiced approximately once a month and properly documented in the Disaster Drill log.

2. *Identifying Children's Location and Lost Children*

It is the goal of our facility to never lose a child. Accurate attendance rosters are to be kept by the Director and classroom teachers to identify where children are at all times. Periodic roll calls are taken to accurately assess current class enrollment. If presented with the situation of being unable to locate a child, the following steps are followed:

- All bathrooms, classrooms, and prime "hiding" areas are thoroughly searched
- The outdoor play area as well as other outdoor exits are checked
- Staff and children are questioned regarding the last sighting of the child
- If we are still unable to locate the child, the parents and Law Enforcement officials are contacted immediately.

Meals

Breakfast, lunch, and afternoon snack are provided by the center. Your child's attendance schedule determines what meals he/she take part in. The following schedule has been set for mealtimes:

Breakfast: Children attending school 6:30 a.m. 7:30 a.m.
Children in Toddler, Pre-School and Pre-Kindergarten Programs 7:30 A.M. – 8:00 A.M.
Lunch (begins at) – 11:00 A.M.
Afternoon Snack – 2:00 P.M.

Infant breakfast time is carried on until 8:30 am. **ABSOLUTELY NO OUTSIDE FOOD IS ALLOWED WITHOUT THE PROPER AUTHORIZATION FROM THE ADMINISTRATIVE STAFF.** Monthly menus are posted. Substitutes are made for those children with documented food allergies and dietary restrictions. If your child is not present during the above listed times, meals are not offered nor held for your child. You are prohibited from requesting food from the teachers or from the cook after the meals have finished and are cleaned up. A qualified cook at the center prepares meals, but outside foods is occasionally offered as special treats. Children are encouraged to eat a variety of foods, but are never forced to eat. The withholding of food can never be used as a form of discipline.

Extra Clothing and Dress Code

Each child must have at least two (2) complete changes of clothing that have been clearly marked with your child's name. We ask that the label be stitched in or written with fabric paint so that the name is not worn away. Any items that are not marked and cannot be properly identified are tossed into our Lost & Found bin. Check this regularly since we donate all the contents on a monthly basis. If your child is being toilet trained we ask that more clothing be brought in than usual since accidents occur frequently. For health and safety reasons, we do not launder any soiled clothing. Such items are placed in a plastic bag and sent home with you at the end of each day. If the clothes are left overnight, we toss them into the trash to eliminate the possibility of disease transmission. Please remember to update your child's clothing depending on the weather changes as well as replacing any used clothing with a new set.

Children must be fully dressed at the time of arrival. Clothing must be clean and free of holes and tears. Children capable of walking (usually 12 months and older) **MUST** have on a pair of comfortable shoes. Socks must be worn with shoes during the winter months.

A child's comfort, as well as the weather, must be taken into account when being dressed for school. Do not send your child in expensive clothing or their "Sunday Best" that are not designed for rough play and daily activities. Even with proper precautions like smocks and bibs, clothing still tends to get dirty. If a special event is planned such as class pictures or a field trip, you may bring an extra set of clothing so that your child can remain fresh for the occasion. If your child is dressed inappropriately, your child must miss outdoor playtime, planned trips, and may possibly be sent home. Disciplinary notes are given for repetitive conduct and a report of child abuse or neglect may be made if the situation is not changed.

Resting Periods and Naptimes

Every afternoon after lunch, there is a scheduled nap/quiet time for all children ages one (1) year and up. Any child remaining in our care for over four (4) hours is required to participate in this resting period. If they do not fall asleep within a reasonable amount of time, the child is then allowed to participate in quiet activities on their mat. A sanitary mat or cot is provided for each child. A blanket and one other security item are allowed. All sheets and blankets are laundered on a weekly basis and the mats sanitized.

Room Supplies

Depending on your child's room placement, a classroom supply checklist is sent home at the time of enrollment. All the items found on the list must be obtained unless other arrangements have been made. All the items must be brought to the center during the first week of attendance. A reminder is sent home if any items are missing or if refills are needed.

Diapering, Toilet Training, and Flow Sheets

1. *Diapering*

Upon arrival at the center, your child must be in a clean diaper. For no reason is a child to be brought in a soiled diaper, usually left from the night before. If this should happen, the staff will change the diaper. Be aware that regular occurrences of such an incident may be reported as a form of neglect.

Parents are responsible for providing disposable diapers, moist wipes and extra clothing. When your child begins to run low, a reminder is sent home for replacements. Diapering ointments and powders may not be applied unless your child's physician has completed the Medication Authorization form.

All children in diapers are changed on a regular basis (every 1 – 2 hours or sooner if needed) and all contents of the diapers are logged on the daily flow sheet. This flow sheet is sent home each night with the family.

For sanitary reasons, we do not allow the use of cloth diapers.

2. *Toilet Training*

Parents are responsible for providing underwear, rubber pants, moist wipes, and extra clothing for those children potty training. We do not toilet train children under the age of 18 months.

Our staff is trained to watch for signs that your child is ready to begin the toilet training process. This process is usually discussed with the parent's so that specific strategies are achieved and implemented not only at the center, but at home as well. While the staff is training your child to use the toilet, evaluations and observations are made regarding your child's progress. If at any point they feel that progress is not being made and the system of rewards and strategies is not working, the training is terminated until further interest is shown on the part of your child. Be prepared for accomplishments to be made, followed by periods of regression. Consistency and positive support is important if not crucial. Remember...there is a difference between you training the child and the child training you.

All clothing worn by a toilet training child must require little or no assistance in terms of its removal. We ask that diapers not be used during this process as well since many children have a difficult time removing them.

At no time will toilet training be associated with disciplinary issues.

3. *Flow Sheets*

Each classroom is responsible for keeping track of your child's daily activities on what we call a Flow Sheet. All diaper changes, meals, naps, etc. are documented on this form to allow a smooth transition from the center to home. We also keep a copy of the sheet on file for future reference regarding possible predictable behaviors or food allergies.

Outdoor Playtime

As stated in an earlier section, the children are expected to be able to participate in every aspect of our planned day. This includes all outdoor playtime as well. Children are not allowed to participate in outdoor activities if one of the following should occur:

- If your child is not wearing shoes
- If the temperature is below 40 degrees
- If the temperature is above 90 degrees
- If there is precipitation or high winds

It is imperative that your child wear clothing that coincides with the weather. During the winter months, appropriate winter wear including hats, coats, scarves, mittens, and boots must accompany your child to school. An extra set of street shoes should be brought to be worn inside only. These can be left at the center in your child's cubby.

Summer time requires the revealing of shorts, tanktops and sandals. At no time is your child to wear a swimsuit to school. If water play is scheduled for that day, your child must wear regular clothing and bring the swimwear to change into later. Sunscreen is provided by our facility to those families who wish to use it. Those who wish to remain exempt must provide their own. All families must complete the Sunscreen Permission form. If this has not been done, your child is not able to participate in the outdoor play. To prevent dehydration, liquids are continuously offered while out on the playground. The children are not limited in how much they may drink or how often they may refill their cups.

Repetitive failure to bring your child in clothing that is appropriate for the weather does not only result in possible termination, but may be reported to the Colorado Department of Social Services as an act of child abuse or neglect.

Special Activities

Television and/or video viewing are not a regularly scheduled part of our day. On occasion, such activities may be planned in conjunction with holidays, special occasions, or classroom curriculum. If so, all programs being viewed are age appropriate and suitable for general audiences.

Notifications regarding special activities not directly affiliated with the center are sent home to each family with specific instructions regarding its nature. Signing of permission slips is not required as long as the Authorization and Consent Form has been completed. Some activities take place in the facility itself or may require transportation to another site for participation. Special visitors such as magicians, storytellers, exercise specialists, and puppet shows may also be planned as part of the curriculum to teach the children self-care and moral lessons. Picnics, luncheons, field trips, and other special parent events are implemented as well. Fees for such activities are NOT included in your weekly tuition. Billing for such activities occurs at the day of the activity to ensure accuracy. If you choose to withhold your child's participation in an event, you must make special accommodations. If the event occurs at the facility, your child can be separated to the office. If the event occurs off facility grounds your child cannot attend the center until your child's group returns. We do not have the means to provide extra staff to stay with your child on out-of-center activities without extra costs.

Belongings from Home

Items that are brought from home often become misplaced or damaged, and even cause problems among the children. To eliminate this, we ask that all outside items be left at home unless otherwise specified. If they are brought in, the classroom teacher confiscates the item(s) and

holds it until the end of the day. If it continues to be a problem, you and your child are cited with a disciplinary note. We do not assume responsibility for any lost or damaged items.

Makeup, chapstick, candy, and gum are other inappropriate items that could pose a possible health risk ARE NOT ALLOWED. The sharing of makeup and chapstick is unsanitary. If these items are discovered and are being shared, they are immediately discarded. Topical ointments of any kind are considered non-prescriptive medication and fall under the Medication Policies found within this handbook. In addition, money (paper or coin) is strictly prohibited.

If your child's classroom teacher declares a Special Sharing Day, any items brought in are either left in your child's cubby or at the front desk. Such items are only brought out at the strict specification of the teacher.

Discipline

Little Britches Learning Center advocates a positive approach to discipline. All staff members have been educated on the implementation of positive strategies that yield results in tense situations. In keeping with the philosophy of the facility, a child is never physically punished. Punishments instill fear and can lead to damaging long-term results. Discipline offers positive choices and alternatives, as well as providing the children with that extra bit of autonomy and positive reinforcement. This form of discipline eliminates any chance of a power struggle between the child and the caregiver. There is absolutely no form of corporal punishment used. We encourage the children to use "his/her words" to solve problems. We allow the children to work out problems amongst themselves while the teacher acts as a silent mediator. Solving problems as well as expressions and validations of each other's feelings and emotions are encouraged rather than the use of physical forms of expression (kicking, biting, spitting, hitting, etc.). All staff members are required to use this form of positive dialogue when redirecting misbehaving children to more constructive activities, as well as modeling appropriate behaviors and language. Separating a child from a group is used in order to stimulate self-calming.

Time-outs are used when the above strategies have been completely exhausted. The child is expected to sit for one (1) minute for every year of age. They are expected to sit and think about the negative behavior and then, at the completion of the time-out, are encouraged to talk it out with the teacher.

Disciplinary notes are used for consistent negative behaviors. Such notes are presented to you for review and signing. One copy is sent home and the other is kept on file. After three (3) write-ups, termination of your childcare occurs.

Conferences and Evaluations

Open communication between the childcare staff and your family is crucial for the proper education and development of your child. Any staff member may complete evaluations at any time in regards to your child's adjustment and development. Such evaluations are used in determining your child's progress and placement in classroom programs. Conferences may be planned in order to inform you of our evaluation findings, as well as discussion of potential or continuous problems. Conferences are scheduled if your child has been cited with a disciplinary note. All parents/guardians are expected to attend and participate in the conferences. Your child's classroom teacher may schedule home visits as well.

Parent Participation Days and Special Activities

Your involvement in our facility helps foster your child's positive self-esteem. It also opens the lines of communication between the staff and families. We ask that you volunteer to help out in your child's classroom, whether it is helping out for a special event or to donation of any necessary items.

Parent meetings are scheduled and attendance from at least one parent is appreciated. Parent education classes, taught by licensed specialists, are also offered by the facility.

Every family is expected to support our facility and its activities to the fullest. Fundraisers, open houses, lot sales, and field trips require your participation to run smoothly. Such events are planned to either better educate your child or to aide the center in providing more materials through financial support. Parents are encouraged to volunteer for such special events.

Your continued support helps improve the quality of care that your child receives. It helps us maintain positive working relationships with you and your family as well. Families are able to see first hand what goes on in our facility and provides parents with the opportunity to make sound suggestions as well as continue our form of education at home.

Busing Procedures

Our child care facility has two (2) passenger vans that seat twelve (12) and fifteen (15). These vans are used to bus the children back and forth from school as well as for facility field trips. The following are procedures that are implemented during both situations:

Field Trips

- Each child must either have a signed Busing Agreement or Authorization and Consent form on file.
- An itinerary is completed and given to the driver(s) on the trip as well as the administrative staff remaining at the facility. This itinerary contains an accurate bussing route, activity name, list of children and emergency numbers.
- The staff to child ratios is maintained during the trips.
- Each child is required to wear the designated facility identification in case they become lost or separated from the rest of the group.
- The staff members must carry with them child's emergency information obtained at the time of enrollment.
- The children must be kept track of at all times. The group should be counted continuously. At no time are staff members to abandon their duties of caring/watching the children. At no time are staff members to focus on personal interests. If a child is lost or injured, the instance will be accurately documented and the center Director and Board of Director's then complete an investigation of the events. If the incident is found to be due to an act of negligence, the staff member(s) who are being investigated are immediately dismissed from their position(s) with the center. The situation is also reported to the Department of Social Services for investigation as well.
- Each child is expected to be properly restrained while in the van whether it be seat belts or car seats
- Any child not following instructions or disrupting the field trip is removed and may possibly be bussed back to the child care facility for the remainder of the trip.

Busing To and From School

- Each child must either have a signed Busing Agreement or Authorization and Consent form on file.
- A detailed schedule is also be kept on file pertaining to school hours, specific drop off/pick up locations, as well as specific drop off/pick up times
- A daily schedule listing the children's names and drop off/pick up times is made available to each driver
- Each child is expected to be at the center before the designated departure time. If a child shows up after the vans have left, the child's parent is expected to take the child to school
- Each child is expected to be at the designated pick-up spot at the designated time. A small window of time is allowed before the van driver departs for the next pick-up site. If a child is

not present at the pick up site and does not arrive before the van leaves, that child is either considered absent or tardy. The driver must continue on with his/her route and may have to return to the site for a pick-up. If this should happen, a fine of \$5.00 is charged to the family per incident to compensate the driver and facility for excess time, mileage, and gas expenditure.

- Continuous tardiness results in Disciplinary Action and possible termination of care.

Any person driving a van must comply with all laws set forward by the Colorado Department of Motor Vehicles. A valid driver's license for each driver must be on file as well. Should an emergency situation occur while driving, the driver must remain calm and proceed with the following actions:

- Call 911 in an instance of injury, accident, and/or death
- Perform First Aid, CPR when necessary (as trained)
- Contact facility director immediately
- Do not sign documents or exchange information without the presence of a facility representative.
- Do not leave the scene of an accident unless instructed by law enforcement or medical personnel.

Staff Qualifications, Volunteers, and Lab Students

All employees, whether they are paid staff or volunteer help, must meet the minimum required health, educational, and experience requirements for the position they are working in as set forth by the State of Colorado. Such information is kept in the employee's files. An in-depth process is implemented to check the validity of all educational requirements and work experience. Background checks and fingerprinting are done through government agencies to assure that quality individuals are working with the children. All staff must complete ongoing training and schooling in the area of Early Childhood Education. They must also be currently certified in CPR, First Aid, and Universal Precautions/Bloodborne Pathogens.

Little Britches Learning Center encourages the education of those individuals interested in the Early Childhood Profession. Our facility, in conjunction with college and/or vocational programs, will allow students to enter our facility and work directly with the children for educational experience and credits. Such students must also meet the requirements of our paid staff. They will be planning and implementing activities, as well as caring for your child. Since the students are strictly participating as part of the college/vocational curriculum, there is a possibility that faculty from their place of education will be observing and evaluating at the center. Each student will be under the direct supervision of the lead teacher and facility Director.

Withdrawal and Termination of Agreement

Withdrawal of your child from the center requires two (2) weeks written notice. Failure to do so results in two (2) weeks of tuition payments due immediately. Any delinquent bills or fees must be paid before withdrawing your child as well. Failure to pay such bills and fees forces us to handle your account (s) through small claims court. You are expected to pay attorney fees and other costs that may incur in collection of this debt such as, but not limited to the following: lost wages, filing fees, process server costs, background searches, 8% interest per annum as well as all other costs above and beyond the original lawsuit as deemed pertinent by the administrative staff. If the facility Director requests the withdrawal of your child based on the inability to meet your child's needs, no additional payments are assessed.

Little Britches Learning Center reserves the right to dismiss or decline a family from enrollment or attendance for any of the following reasons:

- Two (2) weeks of invalid absences, including a No-Call-No-Show status

- Inability to observe the hours agreed upon during the enrollment process
- Non-payment or consistent tardiness of tuition payments
- Non-payment of late fees and other miscellaneous charges
- Failure to provide or renew your child's enrollment information
- Continuous late pick-up
- Disruptive conduct of a child or parent that upsets the daily routines of the facility
- Any medical illness/handicaps in which we feel we cannot reasonably accommodate
- Non-compliance with the Policies and Procedures stated in this handbook or those required by the State of Colorado
- Lack of support for school functions, fund-raisers, and parent participation days
- Receipt of three (3) disciplinary write-ups
- Domestic issues taking place on the facility grounds, requiring the mediation of center staff
- Child abuse or Neglect
- Death
- Serious Illness
- Failure to re-enroll for the new school year

ALL REASONS FOR DISMISSAL ARE AT THE DISCRETION OF THE DIRECTOR.

Inspection Authority

The Colorado Department of Social Services and any other regulatory agencies have the right to enter our facility at any time and inspect it for any reason without any advanced notice. They shall have the right to interview the children and staff, as well as inspect records without prior consent. The Department has the authority to observe the physical condition of any child and may have a licensed, medical professional physically examine a child (with probable cause).

The center shall make its licenses, inspection reports, and permits available for public inspection. If you find that our practices and procedures are not consistent with state and government agencies or are not being implemented in the best interest of children and you wish to file a complaint please visit or call:

The Colorado Department of Social Services
 1575 Sherman Street Denver, CO 80203
 Phone: 303-866-5958