



**Parent Handbook &
Policies and Procedures**



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Mission Statement

Our mission is to provide a Safe, Dependable, Affordable and Nurturing child care in a High Quality early childhood Environment for the children of Creede and the surrounding communities.

CELC is a non-profit 501(c)3 located in Creede, CO and is licensed by the Colorado Department of Human Services, Division of Child Care. This license indicates that the facility has met the regulations for the operation of a child care facility, As outlined in the Colorado Department of Human Services Rules Regulating Child Care Centers.

We are more than a babysitting facility. We are a school that is committed to providing a nurturing, safe environment. Our focus is on developing social skills, meeting developmental needs, and providing educational training using quality curriculum for children ages 12 months (and walking) to 5 years. Studies indicate that children who receive this early learning education perform better in school and adjust better socially.

Center Philosophy

It is our belief that children learn best by being active participants in the learning process. Each child develops at his/her own pace and schedule. The Center will be a place where children are free to engage in exploration of their environment. We will strive to make their environment full of rich learning experiences. Many hands-on learning opportunities will be made available to them. Playtime is cherished as an integral part of their daily experience. We will provide a nurturing, caring and safe environment where children are free to be themselves. Independence is encouraged. Teachers will respect each child's unique abilities, learning styles, and developmental pace.

We will strive to provide a program that works at developing the whole child that is both process and content focused. Our program will help all the children in our care to develop their full potential in all developmental domains: cognitive, physical, social, emotional, language, musical & spatial.

Parents are the child's first teachers and are encouraged to continue taking part in their education by being available in ways that benefit their child at the Center. Volunteering time and communicating regularly with the teachers are two ways parents can be supportive of the work at the Center. Parents who stay actively involved in their children's education help their children be successful and help the learning environment be optimal as well.



CREEDE EARLY LEARNING CENTER (CELC) CHILDCARE POLICIES

ARTICLE I: ADMISSION, ENROLLMENT AND ORIENTATION PROCEDURES

Section 1. Submission of Forms

Each child attending Creede Early Learning Center must complete all required forms. Additionally, parents must receive a copy of the Parent Handbook. Documents that need to be completed before admission include:

- Registration Form
- Child's Medical Statement
- Emergency Authorization Form
- Permission / Consent Form
- Financial Agreement
- Immunization Form
- Copy of Insurance Card

Section 2. Custody

According to Colorado Law, if you have joint custody, the noncustodial parent is entitled to pick-up the child at any time and be involved in the child's education and progress. Whatever custody arrangement you have, you must furnish the Center with a copy of the parenting plan so we may comply with that court order.

If you have a court ordered child arrangement other than joint custody, the same rule applies: you must furnish the Center with a copy so we may comply with that court order. All forms will be kept confidential. A file for each child will be maintained at the Center for a minimum of three (3) years after attendance ends.

Non-Custodial Parent: The Center can supply information regarding the child's progress and program activities to the non-custodial parent. If this would be helpful in your family situation, please list the non-custodial parent in your registration papers so we may include them.

Section 3. Ages of Children Accepted

The Creede Early Learning Center is licensed for children ages 12 months (and walking) through 10 years. We have a toddler room and a preschool room. We also have 'wrap around' care for Pre-Kindergarten students in the afternoon.

Section 4. Withdrawal of Children

Withdrawal is defined as removing your child from the Center for any other reason than enrolling in kindergarten. If a parent is withdrawing their child from the Center they are asked to complete an "Intent to Withdraw" form available on request from the Executive or Administrative Director. If possible the Center requests at least thirty days notice before withdrawal.

Section 5. Transition Plan

CELC staff will collaborate to ensure every child and family experiences a smooth transition between classrooms and preschool to Creede School District. Transition planning will take into account each child and family's individual needs and support parents in their role as their child's primary teacher. All staff will be trained in supporting healthy transitions and expectations regarding communication between home and programs. In the case of



children with special needs, the child care partner will work closely with the current service provider and the parent to develop a transition plan that will meet each individual child's needs.

1. A transition planning conference will be scheduled with the parent, the teacher, the director initiating the transition plan 3 months prior to the child's transition.
2. 3 Classroom visits will be scheduled where the child will spend time in the future classroom.
3. 1 meeting will be set up for the parents to meet the new classroom teacher.

If the transition plan needs to be modified, please update the current plan and communicate the change with the family. Ongoing communication will be conducted with the parent about their progress regarding transition activities and if any changes need to occur.

ARTICLE II: PAYMENTS AND FEE SCHEDULE

Section 1. Registration fee

The Registration Fee and first month tuition is due before the child begins attending the Center.
Registration Fee: Yearly enrollment: \$25.00 (Non-refundable)

Section 2. Tuition

Tuition will be charged according to the following:

Contract rate : See attached rate sheet

Lunch: May be purchased from Creede School District at the rate set by CSD

Section 3. Contracted Care

We need to know your child's attendance ahead of time in order to make appropriate arrangements for staff, snacks, and meals. You may contract the full number of days the Center is open, or choose which days work for you and your child(ren). You will be asked to indicate which days of the week your child will be coming via the monthly care calendar provided by the Directors. Monthly calendars must be turned in on time to set your child's schedule. **Care Calendars are due on the 25th of the prior month.**

Section 4. Non-Contracted Care

For those who **do not** wish to contract specific day and times, the tuition is \$10.00/hour. Payment for the day is needed at the time of pick up. No child can be 'dropped off' if there is an outstanding balance. There are no discounts available for non-contracted care. Drop in rate will also apply to unregistered children.

Please note: Scheduled children take priority over drop-in children when the Center is operating at capacity.

Section 5. CCAP – Colorado Child Care Assistance Program

We ask all families interested to apply for CCCAP. Contact the Rio Grande County/Mineral County Department of Social Services at 719-657-3381 for information. The Administrative Director will be able to assist you with the application process. If eligible, the co-pay will be due on the first of each month in advance. Please review all requirements for this program carefully. Any changes in your child's contracted schedule must be communicated to CCCAP as they compare contracted schedule with actual days used.

Section 6. Multiple Child Discount

The Creede Early Learning Center will offer the following Discount for multiple children/siblings:

- 20% off total monthly bill for second child
- 30% off total monthly bill for third child



Section 7. Overdue Tuition

Tuition must be received in our office by the 10th school day of each month. Services will be terminated if bill is unpaid by the end of the month. Please meet with our Directors if there are extenuating circumstances that would prevent you from paying your bill on time.

Please submit your payment to the Executive Director. Cash must be in an envelope with the child's name on it. Teachers need to be attentive to children in classrooms, so are unable to take payments. You can also send payment via Venmo @CreedeEarlyLearningCenter-Center

Section 8. Financial Assistance Program

The Creede Early Learning Center will implement an income-based tuition assistance program beginning on February 1, 2018. Qualifying families will receive a discount of \$3/child/day. Qualifying families will be identified in the following ways:

- Present a current Health First Colorado (Colorado's Medicaid Program) or Child Health Plan Plus (CHP+) healthcare card or qualification letter to the Executive Director.
- Review of personal finances. Students will qualify for the tuition assistance program by meeting the current income eligibility requirements equivalent to Health First Colorado or CHP+ Plan. <https://www.colorado.gov/pacific/hcpf/child-health-plan-plus>. Please submit your most recent Tax Returns or Monthly check stubs to the Executive Director for review.
- Tuition Assistance qualification will be reviewed and renewed with annual registration, or with a family's significant change of circumstance.

ARTICLE III: ABSENCE

Section 1. Sick Days/Unexcused Absences

Each child will be granted 2 sick days per month. These days can be used for any absence where the parents are unable to provide 48 hours notice to the CELC. These days will be refunded to the parents at the rate that had previously been paid for that day. For sickness that extends beyond 2 days, a doctor's note will be required for a refund to be given. Absences exceeding 2 days within a calendar month without 48 hours notice to the CELC will not be refunded.

Section 2. General Absence

Please notify the center director 48 hours in advance if there are any changes to your child's schedule and you will not be bringing them to the Center on a scheduled day/days. Please be considerate of the Center staff and inform them by phone if your child will be absent for any reason. You may leave a message on the answering machine.

Section 3. Snow Days/Unplanned Closures

If the Center is closed due to adverse weather conditions or an unplanned mechanical problems, a full refund will be given to the parents.

ARTICLE IV: ARRIVAL & DEPARTURE

Section 1. Sign In / Sign Out

Children must be **signed in** on the kiosk (by the responsible party- i.e., parent/guardian or other authorized caregiver) and escorted to the classroom. DO NOT JUST DROP THE CHILD OFF; present them to a teacher. The kiosk is located in the lobby . Upon departure, the child must be **signed out** (by the responsible party- i.e., parent/guardian or other authorized caregiver).



No child, at any time, is to leave the Center under any other circumstances and without the knowledge and assistance of a staff member. No child will be left unattended at any time. Once you have signed your child in, WE are responsible for their wellbeing. Once you have signed your child out, YOU are responsible for your child.

Section 2 Drop off.

Front doors are locked during school hours, except from 8:00 am to 8:30 am and from 4:00 pm to 5:00 pm for drop off and pick up. We want all parents to feel welcome, but we ask that you keep drop-offs limited to ten minutes. Lengthy drop-offs can disrupt daily activities and can cause strong emotions to last longer than is necessary. Most children that experience difficulties with drop-offs are calm and ready to participate within a few minutes of their adult leaving. We are happy to follow up with a text/picture approximately five minutes after your departure, but staying in the classroom until your child calms is a distraction to everyone else, an unnecessary stress on your child, and it often just doesn't work.

Section 2. Release of Child

Children may only be released to persons on the contact/emergency sheet in the child's personal file. We **must** have written authorization **before** pickup to release your child to anyone other than those listed on the registration form. In the case of an emergency, parents may give verbal consent for an otherwise unauthorized person to pick up their child. A photo ID may be required at the time of pick up.

Should an unauthorized person attempt to pick up your child, the CELC will contact the Mineral County Sheriff's Office immediately!

Section 5. Late Pick Up

Our Center closes at 5:00 P.M. daily.(June-August) and 4:30pm (September-May) Please be considerate and pick up your child by closing. Children become worried when other children start leaving, and no one arrives. If an emergency arises, please call the Center immediately.

Section 6. No Show at Pick Up

The staff will follow these procedures when a child is not picked up at the end of a scheduled day:

- At 5:00pm (June -August) and 4:30pm (September -May), staff members will conduct a complete check of the facility to ensure all children have been picked up.
- If children are still at the Center at 5:00 pm (June -August) and 4:30pm (September -May), the designated staff will contact the parent(s). If they cannot be reached, the staff person will call individuals authorized to pick up the child.
- If arrangements have yet to be made to pick up the child, a fee of \$1.00/minute/child will be assessed.
- If, after 30 minutes, no one has been reached and the child is still at the Center, the staff will contact the Mineral County Sheriff's Office and the Department of Human Services.

If late pick-up happens three times Creede Early Learning Center will also report the pattern to the Department of Human Services.

ARTICLE V: SERVICES OFFERED FOR CHILDREN WITH SPECIAL NEEDS

Section 1. Physical and Developmental Needs

The CELC will use data from Teaching Strategies Gold, ASQ, and ASQ SE, and family conversations to determine if a child needs referral to Boards of Cooperative Educational Services (BOCES). A parent may refer their child to BOCES at any time. CELC will offer services for children with special needs in effort to meet the individual needs of all children. We will accept children with special needs to the extent our program is adequate to meet the needs of each child and in accordance with The Americans with Disabilities Act, July 26, 1990. Staff will work with BOCES



representatives and parents to develop IEP and IFSP goals. CELC staff will partner with BOCES to help students reach their goals. CELC is an inclusive program where all children attend a general education classroom.

ARTICLE VI: HOURS OF OPERATION

Section 1. Daily Operating Hours

The Center is open Monday – Thursday 7:30 a.m. to 5:00 p.m. and Monday – Friday 8:00 a.m. to 5:00 p.m. during our Summer Schedule (June – August). Please note that children and parents may not enter the building before 7:25 a.m. during the school year and 7:55 a.m. in the summer. Quiet time is from 1:00 p.m. until 3:00 p.m., so we discourage pick up during this time as it disrupts the others. Talk to us if this is a problem for your schedule.

Section 2. Holidays

CELC follows the Creede School schedule. We will be closed on the following holidays:

- New Year’s Day
- Spring Break
- Memorial Day
- Labor Day
- Fourth of July
- Thanksgiving Break
- One week of Christmas Break

ARTICLE VII: VOLUNTEERS & VISITORS

Section 1. Definition of Visitors

Visitors are anyone not directly associated with Creede Early Learning Center. Visitors must sign in on the visitor sign-in sheet located by the front door. Anyone not known to the staff of the Center will be asked to show proper identification and reason for the visit.

Section 2. Volunteers

We believe in partnerships between the community and the center. We welcome volunteers of all ages who would like to share their time and talent with the children we love. Volunteers must also sign in at the front door. The Directors of the Center approve all volunteers. Helpers allow children to get more individual attention.

Volunteers who work more than 14 calendar days (112 hours) who are used to meet staff ratios must be qualified as an early childhood teacher, assistant or aid and have complete staff records in addition to fingerprint and background checks. The only time a parent/guardian volunteer may be alone with a child other than their own without completing all background checks, is while driving on a field trip.

Volunteers between the ages of twelve and sixteen must have a written purpose, developed by the Center, and are limited to two hours of volunteering time per day.

Section 3. Voluntary Board of Directors

Members of the Board of Directors are all volunteers. Each member volunteers time to oversee the Center’s operations, fundraising, and many other issues.

ARTICLE VIII: PARENT AND STAFF CONFERENCES



Section 1. Communication

Communication between parent and staff as to the child's activities at the Center will be done through daily reports (verbally) as needed. Also there will be scheduled conferences with the classroom teachers twice a year. Advanced notice will be given so parents can make arrangements to attend.

Section 2. Home Language

CELC will do their best to send home all communications in the family's home language. Translation will be done via in-person translation or through internet translation.

Section 3 Other Resources

CELC will have a list of local resources for parents to use such as food banks, public health, and social services. CELC will partner with parents to help them find resources to meet their needs.

ARTICLE IX: TOYS/PERSONAL BELONGINGS

Section 1. Toys from Home

The Center offers the opportunity to experience a variety of activities. Materials and toys that are age appropriate will be provided. **We request that no toys be brought to the Center.** However, if it is necessary for your child's well being, please bring only one toy. If your child brings a stuffed animal or doll on a regular basis, it must be washed weekly. Please label the toy clearly to make it easy to identify the owner. We ask that **no money, small figurines, marbles, or any other small object with a diameter 4" or less come along to school.** We will take away any toys and return them to the parent/guardian at the end of the day.

Section 2. Clothing Requirements

All clothing including coats, boots, hats, and mittens should be kept neatly together in the child's cubby and taken home at the end of the week. Weather appropriate clothing needs to be brought daily for outside time. Please label all your children's clothing with their name to make it easy to identify the owner.

All children are required to have 2 sets of clothes. "Accidents" do happen at school. We have spare clothes on hand, but our supply does run low! Children paint, play in sand & water, and tumble. We encourage all children to participate fully in each activity. It is advisable to send children in appropriate clothing. We do not want children to feel restricted in their curiosity by their clothing.

ARTICLE X: MEALS AND SNACKS

Section 1. Meals Provided

Meal cost is \$3.00/day. We provide nutritionally balanced snacks, meals and cooking activities. Monthly lunch menus are posted in the entry room a week prior to the first day of the month. Snacks will be given in the morning and afternoon. We encourage the children to take a "hello" bite that is – to try a taste of everything. We limit sugars, and prefer fruits, yogurt and other nutritious alternatives to cookies and cakes.

Section 2. Bringing Snacks

Your child will be asked to provide a nutritional snack **twice a month.** A snack sign – up sheet will be posted in the entry room each month. PLEASE SIGN UP EARLY so teachers can be prepared. All snacks must remain in original packaging and be purchased from approved vendor (grocery store) or prepared in a commercial kitchen. If your



child needs a special diet, or has a food allergy, it must be written on your child's health form, signed by a physician, or a physician's prescription.

ARTICLE XI: HEALTH PRACTICES AND POLICIES

Section 1. Accidents/Injuries

Incident or injury reports are completed whenever first aid is given. Parents will be asked to sign off on the report when they come to pick up their child.

If the accident is serious, we will contact you immediately and follow these procedures:

- If we are not able to reach the parent, we will contact the individual(s) listed on the enrollment application designated as persons to be called for an emergency.
- If the incident warrants emergency personnel, the Mineral County EMTs will be called.
- Unless the parent has designated an alternate hospital or treatment facility, the child along with one of the Center staff members will be transported to Rio Grande Hospital in Del Norte.

Section 2. Illness

For the health of your child and the safety of others, any child showing symptoms of a communicable disease upon arrival will not be permitted to stay. If the symptoms are recognized at a later time, the child will be separated and the parents/guardian or other caregiver will be called to pick up the child. When a parent/guardian is called, the child must be picked up within 30 minutes. The first 12 hours of an illness are the most contagious. A few precautionary measures are required when they are in attendance, such as:

- Your child must not be sick.
- If your child has been sick and has had an elevated temperature over 100+, your child needs to be free of fever, vomiting & diarrhea for **at least 24 hours or 48 hours if diagnosed with an intestinal illness** before returning to our care.
- If your child shows symptoms of a communicable disease upon arrival they will not be permitted to stay.
- If your child shows symptoms of a communicable disease while at the center, they will be separated from the other children and you will be called and required to come and pick up your child within 30 minutes.
- Children diagnosed with Hand, Foot, and Mouth disease may not return to child care until all blisters have dried and scabbed
- If your child is diagnosed with a communicable disease the center will notify the parents of the other children and the local health clinic and the State Department of Public Health.

Colds and coughs are contagious, but not reasons for exclusion of care, unless the cold or cough lasts longer than a week. A doctor's visit may be necessary in order to clear up the illness.

Section 3. Exclusion

We strive to maintain, as much as possible, a germ free environment, but that is impossible when children are sick. Please help us stop the spread of infectious germs by keeping your child home if they have:

- Excessive signs of a cold, tiredness, irritability, sore throat, headache or runny nose
- Any rash/lesion that blisters, impetigo, a skin rash, ringworm or open sores
- Vomiting or diarrhea in the past 24 hours
- Difficulty breathing
- Suspect of a communicable symptom that endangers others
- Reason to stay inside and do not feel well enough to go outside
- if a gastrointestinal illness has been diagnosed, the child must stay home for 48 hours after illness starts to subside



A child may return to the Center after an illness when:

- A child's behavior is typical
- A child has been fever, diarrhea, illness-free for **at least** 24 hours.
- Has been on antibiotics, if prescribed, for **at least** 24 hours.
- Doctor says the child is able to return

If children are not well enough to go outside, **do not send them.** The Center does not have staff to care for children indoors during outdoor play. The children go outside twice a day.

Section 4. Administering of Medication

The center highly recommends that you dispense of all medications at home. Parents may come into the center and dispense medications themselves. If childcare staff administers medication, only certified and authorized personnel will do so.

- All prescription or nonprescription medications given to a child must have written authorization from the child's physician or health care provider. In addition, we must have written authorization from the parent. Forms are available in the office and must be initialed by a parent at the end of the day. Medication should be taken home at the end of each day.
- Prescription medications must be in the original container and must be intact with safety lid and clearly labeled with instructions from the physician for the specific child when presented to the center staff. Only directors will handle medication and dispensing of medication. Medications needing refrigeration are stored in the kitchen refrigerator in a child-proof box. Medication that do not require refrigeration are stored in a child-proof cupboard in the kitchen.
- Label must include: child's name, health care provider's name, issue date, name of medication, dosage, route of administration, how often to give medicine, and expiration date. Any other special instructions and storage requirements are also needed on the label. If label is unreadable, medicine will not be accepted. Parent is responsible to provide the appropriate calibrated measuring device for administration.
- If child is to be given a tablet or pill, it also needs to be in the original prescription container and labeled for the specific child as stated above. No baggies will be accepted. The Center cannot divide a scored or unscored tablet. It must be done ahead of time by the parent or pharmacist. The center staff cannot adjust the dosage in any way.
- Tablets must be counted when brought in by the parent and director and documented. The same applies when the medication leaves the center.
- The parent needs the authorization of the child's physician and/or health care provider to accept phone calls from the center for medical and emergency care if the need exists.

Section 5. Immunizations

All children at the center must be up to date on their vaccinations. Parents need to give the Center a copy of their child's current immunization history or immunization waiver prior to beginning care at the Center.

Section 6. Teeth

Fluoride treatments are periodically available by a third party contracted with the School District. A permission form must be signed if you want your child to participate.

Section 7. Diapering/ Toilet Training/Toileting

Diapering:

We ask parents to supply diapers, wipes, and ointment for each child enrolled. These supplies can be brought daily or in bulk, and teachers will let you know when your supply needs replenishing. We take every precaution possible



and meet/exceed all state standards in diapering areas. Staff follows training on diaper-changing licensing requirements. Staff regularly check diapers and change diapers frequently to prevent diaper irritation/rash.

Proper Diapering Procedure:

1. Before diapering a child, staff hands must be washed with soap and water or cleaned with hand sanitizer.
2. Prepare for the diapering procedure by getting out all needed supplies ahead of time, including • Changing paper • Wipes (removed from their container), enough to clean the child and to clean adult's and child's hands • New diaper • Plastic bag for dirty clothes and change of clothes, if needed • Disposable gloves, if used (gloves are not required) • A dab of diaper cream on a paper towel, if needed (with an extra glove or tissue to apply cream)
3. Bring the child to the diapering table and remove clothing to access the diaper. If clothes are dirty, place them in a plastic bag and tie them up.
4. Open the child's diaper, but leave the diaper under the child's bottom while cleaning.
5. Clean the child's bottom, wiping front to back, using the soiled side of the wipe only once. Throw away the diaper and wipes in a hands-free, lined, and covered trash container.
6. If the changing paper is soiled, fold it to create a clean surface.
7. Remove and throw away gloves, and then wipe your hands with a clean wipe, followed by wiping the child's hands with a second clean wipe. Throw wipes away.
8. Place the clean diaper under the child, use gloves or tissue to apply diaper cream if needed, and throw it away.
9. Redress the child.
10. Wash the child's hands following the proper handwashing procedure and return the child to the play area without touching other surfaces.
11. Throw away the paper liner and wash the changing surface with a soapy water solution, a wet soapy paper towel, or a cleaning wipe.
12. Thoroughly cover the changing surface with an appropriate disinfecting solution, following manufacturer instructions.

Wash your hands with soap and water following the proper procedure.

Toilet Training

Toilet training will only occur in the Wiggly Caterpillar room (toddler). Children generally achieve toilet training between 2 and 3 years old. Initiating toilet training when your child is ready can be quick, easy, and can often be completed in a few days. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods, the ability to dress and undress independently, and an interest in staying dry or clean. Parents must begin the toileting process at home. If you are successful and the teacher agrees that your child is ready, we will follow up with toilet training here. We require children to wear pull-ups for health and safety while in childcare during this time. Please remember that the activity level here can distract your child from responding to an urge to use the potty, more so than at home. Therefore, we will continue to use pull-ups until your child can regularly announce that they must use the bathroom (not just at home, but here, as well) and can control their bladder and bowels for a few minutes beyond that announcement. It will be our discretion when you may bring your child in big kid underpants to childcare. While your child is learning to use the potty, the rules are no overalls, onesies, belts, buckles, snaps, or buttons. A second set of spare clothing is required. In addition, we

need the pull-ups your child uses to have Velcro sides. We also recommend that you supply your child with an extra pair of shoes during potty training. The staff will encourage children to continue their training in the toilet training process with positive reinforcement. Threats and punishment are forbidden.

Toileting



Independent toileting will be encouraged, but it also will be supervised. We expect all children enrolled in the preschool classes, Hopping Frogs and Busy Bees, at the Creede Early Learning Center to be potty-trained and independent in the bathroom. Children on IEPs will have IEP goals that reflect their abilities. Children must wear underwear under their clothing. To help your child be successful, please only send your child to school in clothing that can be managed independently. Pants/shorts with elastic waistbands and dresses with light stretch pants/shorts work best. If your child has an accident, we will help them clean up and dress them in the extra clothing you have provided. Exceptions will be made for illness or other medical reasons as documented by a medical professional.

Hopping Frogs

In the Hopping Frogs class, assistance with wiping will be available, but the child must be able to wipe themselves within a few months of leaving the toddler class. Occasional accidents are okay. After a **THIRD** accident, occurring within one month in the Hopping Frogs class, the parents and staff will form a *Potty Training Plan*. In the Hopping Frogs class, the CELC does not consider peeing in a pull-up while asleep an accident. If parents are not fully engaged in implementing the *Potty Training Plan*, the child may be withdrawn from the CELC until toilet training is complete. **Children on a Potty Training Plan will pay the Wiggly Caterpillar Room tuition rate until the child is potty trained.**

Busy Bees

Occasional accidents are okay. After a **SECOND** accident within one month in the Busy Bees class, the student will be withdrawn from the CELC until toilet training is complete.

ARTICLE XII: PERMISSIONS

Section 1. Field Trips

Children will be supervised at all times when and wherever they are in the care of the staff of the Center.

Occasionally the children will be taken on field trips. Appropriate staff to child ratios must be maintained. Parent volunteers cannot be counted in that ratio unless they are a qualified childcare provider. Written notice will be given at least 48 hours prior to the trip. A signed permission slip is necessary for your child to attend. Since our Center is smaller in size, it will not be possible for a staff member to stay behind to accept late children.

Before children can be transported by bus, the driver must explain the safety rules and procedures. Staff and parents must be available to ensure that children understand, to the best of their ability, what they must do to be safe. All children must be in an approved car seat or booster. If children are transported by a parent, another adult should be in the vehicle. All children must be in regulation car seats or boosters. Parents of children who are being transported should be notified who the driver will be.

If a child arrives after the group has left for a field trip, a sign will be posted on the door stating where the child can be dropped off and a phone number, if available. Our staff is required to carry a first aid kit and at least one cell phone while on field trips. Any member of the staff participating with children must be first aid and CPR certified.

Section 2. Electronic Devices/Internet Usage/Media

We believe hands-on activities supervised by staff to be educational and entertaining for your child. Therefore television viewing by the children or the use of electronic devices will be limited to educational purposes (special guests sometimes use videos). No child under the age of 6 will be on the internet unsupervised. Children over 6 will have ongoing communication about online safe practices. If you have any questions concerning this policy or would prefer for your child not to participate, please feel free to discuss this with the Directors.

Social Media



Creede Early Learning Center has a website page, www.creedearlylearningcenter.com, a Facebook page, Seesaw, and Instagram accounts to communicate with parents, gain exposure in the community and advertise the Center. Parents sign consent during the registration process for photographs to be used in publications, publicity for the Center and social media. Children's names are never used on social media sites. Staff can share posts from official CELC social media accounts, but should not independently post photos of children enrolled in the Center on their personal Facebook pages or other social media even if requested by a parent or when photos are taken from an outside event.

ARTICLE XIII: Weather / Fire / School Closing Emergencies

Section 1. Weather

In our climate, weather can change drastically and without warning. Parents need to provide weather appropriate clothing for their children. Children spend time outside during all seasons. Winter clothing needs to include: boots, 2 pair of socks, long sleeve shirts, snow pants, coat, hat and mittens. If the weather is excessively warm, children are encouraged to bring swimsuits or other clothes that can get wet. Activities that can take place indoors or in shaded areas will be planned. Additional water will always be available to make sure children remain hydrated.

Section 2. Fire

Monthly fire drills are held at varying times and are documented. Fire drill documents are posted in the kitchen. Teachers and staff help the children to feel safe and calm during the evacuation drill.

Section 3. School Closing Emergencies

Should inclement or excessively hot weather necessitate closing the center, every attempt will be made to notify you. If we are unable to reach you, we will contact the designated person(s) on your emergency list. Should an emergency arise beyond the control of the childcare center staff, i.e. loss of power or water, a lost child, fire, tornado etc. every effort will be made to notify parents after center staff have notified appropriate authorities. In the case of power outage and water loss, the Center will close until the problem is fixed. A copy of our emergency procedure manual is available upon request.

The State of Colorado Regulations allow only 30 minutes of electrical down time before children must leave the Center.

ARTICLE XIV: Supervision

Section 1. Staff to Child Ratios

Staff-child ratios are based on the ages and numbers of children served. We comply with the ratios stated in the Rules Regulating Child Care Center issued by the Division of Child Care of the Colorado Department of Human Services. These ratios are not negotiable and must be maintained to comply with our licensing body.

Current Mandated Ratios are:

Age	Number of Staff
12 mo – 36 mo	1 staff member to 5 toddlers
24 mo – 36 mo	1 staff member to 7 toddlers
2 ½ yrs – 3 yrs	1 staff member to 8 children
3 yrs – 4yrs	1 staff member to 10 children
4 yrs – 5 yrs	1 staff member to 12 children
5 yrs and older	1 staff member to 15 children



Mixed Age (2 ½ yrs – 6 yrs)

1 staff member to 10 children

Section 2. Location of children

Classroom teachers will take attendance at the beginning and end of each day. All Children will be counted before a transition to new locations and upon arrival at new locations.

ARTICLE XV: Positive Guidance & EXPULSION

Section 1. Positive Guidance

The Center strives to develop a program-wide culture that promotes children's mental health, social and emotional well being by building child's self-esteem, self-control, pro social peer interactions, and respect for the rights of others. The staff does this by providing positive guidance and the setting of clear cut boundaries. Positive guidance is based on positive praise and reinforcement to build social skills and self-esteem.

To deal with inappropriate behavior, methods of conflict resolution and alternative behaviors will be taught to young children. The following, but not limited to, positive guidance strategies from the pyramid model will be used:

Silent Direct Gaze

When a child knows the rules or when she/he knows behavior is inappropriate, a touch on the shoulder to get a child's attention, a look in her/his eyes may be all that is necessary.

Redirection

When a child's behavior is out of control but he/she is not posing a threat to others, it is best for the teacher to redirect him/her to a positive alternate activity.

Make Choices

Preschool and older children may be given two choices when refusing to cooperate. Sometimes a time out may be one of those choices-removing him/her from the activity until he/she can be in control.

We seek to handle situations in such a way that will give the child a feeling of self-worth and self-control. We strive to teach the child to act in a democratic fashion, respectful of others. All situations can be a learning experience. If we assess the above methods are not helping your child, the Directors will require a conference with the parent/guardian to discuss a collaborative approach that will help yield more appropriate behavior. If behaviors escalate or become hurtful to other children, the following steps will be taken:

- Teachers will document inappropriate or hurtful behaviors, recording their observations including date and time of occurrence, setting, involvement of other children, any injuries sustained and action taken by teacher.
- Parents will be informed of the incident when they come to pick up their child, including an informal discussion with the teacher about possible interventions both at the Center and at home.
- After three notifications, a more formal parent-teacher conference will be scheduled during which a specific behavior plan will be drawn up.
- Parents will be informed of both positive and negative behaviors after the plan is implemented.

Section 2. Discharge Policy

Although it is the goal of CELC that no child be asked to leave because of inappropriate or excessive behaviors, a child may be asked to leave:

- If the child continues to exhibit inappropriate or dangerous behaviors after interventions have been consistently applied
- The behavior has been determined detrimental to the welfare and safety of the child, other children or staff



A meeting will be held with the director(s), teacher, parents and board representative to determine the next steps. If no other interventions can be successfully applied, the child will have to leave the Center for an agreed-upon length of time. A representative from BOCES (Board of Cooperative Educational Services) may also be included in the discussion, especially in situations where professional interventions for behavioral disorders may need to be considered. CELC will work with the parents/guardians to find appropriate counseling or other social services. Other possible reasons for suspension or expulsion may include:

- Failure of child's parent(s) to abide by the policies and procedures set forth by CELC Board of Directors and stated in the CELC Childcare Policies.
- Failure of a child's parent(s) to pay for their childcare on time, in full, each month (unless other payment arrangements have been set up by CELC).
- Failure to have appropriate immunization and health records on file.

All Suspended or Expelled Colorado Preschool Program funded children will report to the Creede School District.

Section 3. Visitor Code of Conduct and Dismissal Policy

We encourage partnerships with our parents, and work hard to maintain mutual respect and recognition of shared responsibility for the children. We are always available to talk to parents about pragmatic issues and policies. We strongly support frequent and effective parent/teacher communications. If a grievance arises, please discuss the issue with the teacher involved and or the director. If the problem is a business or financial issue, the director will be happy to meet with parents at a time mutually agreed upon.

Our Executive Director has an open-door policy for all family members. If for any reason you are not satisfied with the results of a grievance issue or have concerns that we are not meeting within the parameters of preschool, our Executive Director is available to help.

The code of conduct for visitors to school is that of mutual respect for school staff and children to all visitors. Included in this is respect for school property, other visitors and children.

The school expects parents and visitors to respect the program philosophy and policies of the school as well as:

- Respect the caring culture of the CELC
- Understand that parents and teachers need to work together for the benefit of children
- Demonstrate in their own behavior that all members of the school community should be treated with respect
- Seek to clarify a child's version of events with the CELC's view in order to bring about a peaceful solution to any issue
- Correct their own child's behavior, especially where it could lead to conflict
- Approach CELC school staff to help resolve issues

In order to support a peaceful and safe school environment the school **DOES NOT** tolerate:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds
- Loud or offensive language, swearing, cursing or displaying temper
- Threatening to do actual bodily harm to a member of school staff, director, visitor, parent/carer, or student
- Damaging or destroying school property
- Sending abusive or threatening emails, text/voicemail/phone messages, or other written communication
- Defamatory, offensive, or derogatory comments regarding the school or any of the students/parents/staff at the school on Facebook or other social media sites
- Exhibit any behavior that endangers the health and/or safety of other children or staff.
- A parent's or guardian's refusal to cooperate and adhere to the policies of the school.
- The use of physical aggression towards another adult or child. This includes physically punishing your own child on school premises
- Chastising someone else's child
- Deliberate intimidation of other children, visitors, or staff



- Smoking, or consuming alcohol or drugs while on school property

All members of the school community have a right to expect that their school is a safe place and we thank our visitors for observing this.

To safeguard children, visitors are permitted onto the premises by permission only, and the appropriate visitors onto the premises will be regulated by the CELC.

If the parent's or visitor's behavior or conduct is found to be threatening, interrupting the peace and atmosphere of the CELC, and policies are not followed are become an issue in the classroom the program has the authority to ask a family to leave the program A parent or guardian can also be asked to no longer pick up or drop off a child at any time. This decision will be made by the Executive director and the Creede Early Learning Center Board.

Risk Assessment

A risk assessment has been prepared to protect staff by ensuring:

- On home visits or parents' evenings, teachers and teaching assistants will attend together.
- That individual consultations will take place in an area where staff may summon help if necessary.
- That two members of staff will see a parent together when it is thought that the consultation could be difficult.

Procedures

If an incident arises, the member of staff should follow these procedures:

- Ask the person to leave or invite them to a room away from a crowded area or classroom.
- Ask the Executive Director for support.
- In the event of violence or aggression, contact the Mineral County Sheriff Office at 719-658-2600.

After the Incident the Director will:

- Ask the people who witnessed the incident to make witness reports in writing as soon as possible after the incident. Reports must be signed and dated.
- Consider whether the person should be dismissed or given a warning letter.
- The Executive Director will discuss any dismissals with the Presidents of the Board of Directors and keep them informed.
- Dismissal will take place with a formal letter from the Creede Early Learning Center board and will confirm the duration and terms of the dismissal and also to make provision for collection and drop of the child to minimize any discomfort or upset to the students at the CELC. That will be given to the parent or guardian at pick up by the board president.

Police Assistance

In the event of a parent (or other person) becoming aggressive or violent, CELC will not hesitate to contact the Mineral County Sheriff Office. When the situation does not require immediate Police response, but there is prior knowledge of likely trouble, the Director may contact the MSO or Colorado State Patrol for advice.

Should a person infringe their withdrawal of permission, they will be treated as a trespasser and the MSO will be called.

No Smoking Policy

Creede Early Childhood Center SMOKE FREE environments.

No Weapon Policy

We love our children and care for their safety. Weapons are not welcome in the school regardless of conceal and carry permits or open carry licenses. The only exception is that of police officers and FBI agents.

ARTICLE XVI: QUIET / NAP TIME



All children in the center observe nap time whether he/she needs to sleep. School children who do not require sleep must observe a quiet time of at least 30 minutes so that other children can rest. The State of Colorado mandates that all children are required to rest for a time deemed appropriate by the center. You can help us by explaining this to your child. Our staff makes every effort possible to provide interesting but quiet activities during this time for school age children. We strongly discourage pick-up of children between 1:00 p.m. – 3:00 p.m. It is very disrupting for the other children resting.

ARTICLE XVII: PARENT INVOLVEMENT

Parent involvement and volunteering at the Center is encouraged. We request that families with children attending CELC volunteer 1 - 4 hours a month. We track volunteer hours as helpful information for ourselves, and our funding partners. Please arrange these times with the Directors. There are many ways you can volunteer:

- Coming to the CELC to help with meal times
- Attending scheduled workdays
- Help with small maintenance/repairs
- Participating in Fundraising Events
- Chaperone field trips
- Serve on the Board of Directors

Please talk to the Directors about volunteer opportunities. We love our partnership with our parents, and hope you will enjoy this opportunity to spend time with our precious children. Thank you in advance!

Community Resources

Community resource guide is available on the Creede Early Learning Website, and on the resource board located in the lobby. Staff are familiar with local resources and can help refer parents.

ARTICLE XVIII: CONCERNS / GRIEVANCES / SUGGESTIONS

Section 1. Direct Communication

An open line of communication and quick resolution of problems is important to the Creede Early Learning Center. Parent or guardian grievances and concerns should be brought to the attention of the Directors. A meeting with the Directors will be scheduled to help come up with possible solutions. If an agreement can't be made, the parent/guardian may then be encouraged to submit in writing the grievances to the Board of Directors. The Board will review the grievance at the next regular scheduled meeting and take appropriate action. The Board will not entertain rumor, gossip or hearsay as serious business.

Section 2. Outline

This outline will be followed if there are any parent complaints about childcare or any suggestions of childcare:

1. If a parent, guardian, volunteer or staff member has a complaint or suggestion they can:
 - a. Discuss it with the Directors
 - b. Write the Directors addressing the complaint within fifteen (15) days of the occurrence. The Director will respond to the complaint within ten (10) days to set a meeting and further discuss the grievance.



2. If the Director does not respond within the allotted time, the complaint should be brought to the Board of Directors.
3. If a parent or guardian wishes to file a complaint about possible licensing violations, he/she may contact:

The Colorado Department of Human Services
Division of Child Care
1575 Sherman Street
Denver, Co.80203-1714
303-866-5958

ARTICLE XIX: CHILD ABUSE STATEMENT

Section 1. Reportable Incidents

State law mandates us to report incidents including: evidence of suspected physical, sexual, and/or verbal abuse and/or neglect.

If the person picking up the child appears to be under the influence of alcohol or drugs, we will call the Mineral County Sheriff and we WILL NOT release the child until another caregiver can be reached to pick up the child.

Section 2. Mandatory Reporting

All staff members are required to report any and all suspected cases of abuse. Staff will report to the Mineral County Sheriff's Department and the Department of Human Services. You as a parent/caregiver also may contact the proper authorities if you suspect child abuse.

Mineral County Sheriff	719-658-2600
Department of Human Services	719-657-3381