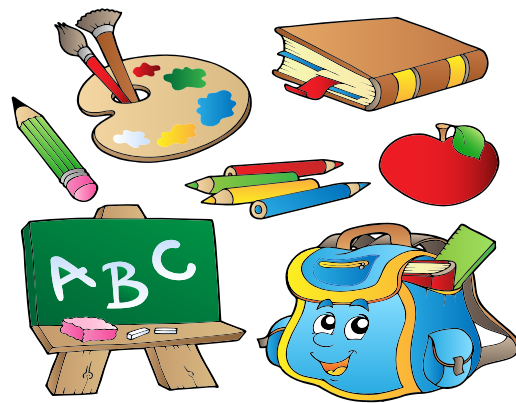


# Creative Learning Academy



## Parent Handbook

**Provider # 1645706**

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# WELCOME

Welcome to Creative Learning Academy. We are glad that you decided to entrust your child to our care. We hope that you and your child will be happy with us. We are committed to enriching and educating the whole child and honoring every person that comes to our center.

## Creative Learning Academy Information

We are licensed by the State of Colorado and all our policies meet or exceed the requirements and standards of the State of Colorado.

We are committed to educating the whole child. Our curriculum targets the child's physical, emotional, and social well-being. We understand each child has his/her own development and needs. Therefore, we provide an atmosphere where your children can grow and develop through group instruction and independent learning. We provide a safe, loving and nurturing environment. Our certified and dedicated staff is committed to the child's physical and emotional well-being.

We understand that family plays a major role in the child's development and your comments and suggestions are always welcome. We welcome you to visit with your child and meet with their friends, say hello, or have lunch with them. In addition, we offer many opportunities for families to meet and get to know each other; Opportunities to work together and with Creative Learning for the benefit of the children in our program. We welcome our family's talents and leaderships skills and ask families to join our Parent, Teacher and Administration advisory board, they meet on the third Thursday of the month, here at Creative Learning Academy aka CLA, between 6:00 and 7:30 p.m.

## OUR PHILOSOPHY

We believe children are our future. That the students we teach today are the bright stars of tomorrow. We are grateful to have been given the opportunity to shape these young individuals. We understand that children grow on their own schedule. Our goal is to

provide enriching environments and activities to encourage and facilitate their growth in all areas. Children learn best through play and hands on activities. We offer plenty of opportunities through experimentation and problem solving. Basic skills are developed and nurtured through a variety of activities that are relevant to the children's lives. Activities are designed to enhance self-esteem and positive attitudes.

## ENROLLMENT

To enroll your child, you must sign the Registration form and pay a non-refundable registration fee.

### ENROLLMENT AGES

We accept children ages 6 weeks to 5 years old not attending elementary school.

### POSITIVE BEHAVIOR POLICY

At CLA we feel that the ultimate goal of guidance is for the child to develop self-regulation and self-discipline. It is our belief that discipline should be handled in a way that respects the dignity and the will of the child and helps fosters self-concept.

We provide an environment that is developmentally appropriate for each child, an environment that is challenging without being too frustrating. Children are encouraged to make choices according to their interests. When children are engaged, and interested they are less likely to engage in disruptive behavior. Boundaries and expectations are important factors in producing an environment in which the child feels secure. The teaching staff at CLA serves as role models for appropriate behavior. Our staff promotes an environment that is nurturing, supportive, and encouraging for the child. Should conflict or disruptive behavior arise, the staff is aware that each incident provides a learning opportunity for the child to develop problem-solving skills. Disagreement provides practice in verbal skills, conflict resolution, and empathy for the needs of others.

We encourage parents to have dialogue with their child about their day's events. We also encourage parents to communicate with their child's teacher about each day's events. In addition, we highly encourage families and staff to work together to provide consistent guidance practices between the center and home. We ask that you keep us informed regarding any behavior changes you may notice at home, as well as suggest methods to support those

behaviors Consistency is very important in the learning process. We need to work together to achieve the same goals.

### **Expulsion from Program**

Our intent is to work as a team with parents or guardians for the best care plan for each child. A teamwork approach is the only way to correct repeated inappropriate behavior. Your patience, support, and follow-through are not only appreciated, but necessary.

**Creative Learning reserves the right to expel a child from its programs for any of the following reasons:**

1. The child's needs are not being met in our small or large group setting.
2. Failure of parent/guardian to provide information and/or follow the guidelines required of CLA and by Colorado Office of Early Childhood Division of Early Learning.
3. The child is a safety threat to himself/herself, other children, or the CLA staff.

**In the event of inappropriate behavior by a child, THE FOLLOWING STEPS WILL BE TAKEN:**

1. Verbal notice given to parent(s)/guardian(s) describing the child's behavioral concern(s).
2. A written notice and phone call to parent(s)/guardian(s) describing the child's behavioral problem(s).
3. A second written notice sent and conference with parent(s)/guardian(s) to consider how to deal with the behavior which might include referrals to appropriate community. If the behavior continues:
4. Exclusion from some school activities (parents/guardians to be notified) AND/OR 1-3 day(s) out of school suspension (tuition will not be prorated).
5. Expulsion from the program without reimbursement of funds.

A two-week notice will be provided from date of STEP 4, to enable parents to make alternate Child Care arrangements or to take the necessary corrective action to allow the child to remain at the center, except as specified in following paragraph:

If the behavior is defined as potentially dangerous then it is grounds for immediate expulsion from the program. Potentially dangerous behavior is defined as, but not limited to; inappropriate sexual behavior, verbal or physical abuse towards a child or staff member, bringing a weapon to school.

## SPECIAL NEED CHILDREN

Children with special needs are welcome provided it is determined that we are able to meet their special needs. The Director, along with trained professionals, trained in the area of the special needs, will determine if we can provide the child with the appropriate environment. Each child will be evaluated on an individual basis and in compliance with the American with Disabilities Act.

## FORMS FOR ADMISSION

We must receive the following forms upon the child's first day: Immunization record, emergency information form, certificate of health, and medical authorization for all children. **ALL** children have thirty days to turn in the physical form. If we do not receive these forms within the first thirty days of your child's enrollment, per state law 7.702.62, the child will not be admitted to our center.

## EMERGENCY CARDS

Emergency cards are kept on file in the center so that we may notify you in case of an illness or an injury. It is important to keep the emergency card current. Please notify us if there is any change. For example, a change in address, daytime phone number, emergency contacts, work address, work number or extension, or names of authorized person who may be contacted in case of an illness or injury, or names of people authorized to pick up child.

**PARENT'S HANDBOOK:** By signing the Creative Learning Academy agreement contract, the parent(s)/guardian acknowledge receipt of the Parent's Handbook and agree to follow, accept, the conditions of, and give authorization and approval for the activities described in the policies and procedure (Parent Handbook). Parent/guardian(s) will be given a hard or electronic copy of all amendments and updates.

## MEDICAL REQUIRMENTS

Immunization records must be provided upon enrollment. All immunization records need to be kept current and must be provided with an updated record of each new shot. All children must have a current physical form in their file. Physicals expire one year after they were completed. The Department of Human Services requires that all infants and toddlers under 2 years of age follow the recommended Academy of Pediatrics schedule for routine health assessments. Children two to six must complete a physical each year. After the completion of Kindergarten, physicals need only be completed once every three years. Immunization and physical records must be signed by a medical professional.

Children without immunization card may be enrolled for religious or personal beliefs.

## MEDICATION

Medication will be dispensed only when medically necessary. It is at the discretion of the administration as to what is deemed necessary. The dispensing or application of medication shall be provided only on written order or prescription from a physician to the child's parents or guardians. Both the physician and the parents must sign the medication order. Medication for an individual child shall be kept in the original pharmacy label that shows the prescription number, name of medication, date filled, physicians name, child's name and directions for dosage. Medication will only be given to the child by one authorized person designated by CLA to dispense medication. A written record of date, time, and amount of dosage given will be kept. **ALL MEDICATION WILL BE KEPT IN A LOCKED CABINET.** Children are not allowed to keep medicine in their backpacks or cubbies. Medication is stored and administered in compliance with section 12-38-132.C.R.S. of the Nurse Practice Act.

### EMERGENCY MEDICATION STORAGE AND ACCESS POLICY

Per Colorado State Licensing Regulations 7.702.52 C 11-(2016), CLA policy for storage and access to emergency medications is as follows:

#### Emergency medications defined as:

- Epi-pen kits, which may include epinephrine dosing device, an antihistamine, and/or metered dose inhaler (MDI).
- \*Rectal Diastat or nasal midazolam for seizure control.
- Glucagon kit for severe hypoglycemic event.
- With recommendation of our Child Care Health Consultant, MDI's used for rescue inhalers for acute asthma attacks.

#### Storage in the Classroom:

- All emergency medication kits will be stored so as to be inaccessible to children but quickly and readily accessible to trained staff. Therefore, these medication kits will not be in a locked area, but will be stored in an upper marked cabinet or fanny pack/backpack, that is hung above an exit door.
- \*Exception to the above is rectal Diastat or nasal Versed (midazolam). Because these medications are classified as controlled substances, they will be stored in a childproof locked cabinet in main office.

#### Outside of the Classroom:

- Emergency medications will travel with the child when participating in activities outside the classroom.
- At no time will medications be transported by a child of preschool age.
- Transportation of meds shall be in a fanny pack or backpack carried by, and remaining with, the staff person at all times (regulation 7.702.52, C. #10, page 52).
- Upon return to the child's classroom, medications will be immediately returned to the designated storage area.

### Staff Training:

- Training/delegation for use of emergency medications will be provided by our Child Care Health Consultant.
- A medication trained/delegated staff will be available for the child at all times.

## HEALTH POLICY

### **Medical and Dental Insurance**

Every child in Colorado should have access to affordable health and dental insurance. To ensure that each child has Medical and Dental insurance, our enrollment packet will include questions about your child's and family's access to health and dental insurance.

### **Medical home (primary care provider) and Dentist**

As part of our Child Health Promotion, we understand that is important that a child has a Medical home, a primary Care Provider. A Medical Home is the primary source for a child's primary care. It improves the coordination of care and provides support at all stages of a child's development. In addition, it helps families connect to services and resources that better serve the child's health and needs. We at Creative Learning have resources that we can connect the families with, to ensure that each child has a medical home. As part of our enrollment policy each child must fill out the Name, address, and phone number of their medical home/ primary care provider and Dentist in the enrollment packet.

### **Hearing, Oral, and Vision Screening 5.1a**

At Creative Learning we understand that preventative care for children in a medical home lays the foundation for school readiness. Many young children have health conditions that if left untreated, could lead to developmental delay. For example, a child with dental pain cannot concentrate on learning. Hearing loss can affect a child's ability to develop communication, language, and social skills. **Your primary care doctor will ensure that services and referrals to specialists are coordinated as part of the child's care plan. To ensure that each child has received the proper hearing, oral and vision screening, our enrollment packet will include questions about your child's medical screening.**

**Our office staff will follow up with families that might need resources. Our intention is to ensure that families have connections and resources that meet their health needs. Please stop by the office and speak with our staff about resources that can get you started on the process of finding a Medical Home, acquiring health and dental care insurance, and/or receiving health**

screenings. We can connect you to our many resources and our caring staff will walk you through the process.

## INTERPRETER POLICY 6.1 home language

Our goals are to serve all our family's needs to ensure that all our families feel welcome and secure. One of the components to meet that need is that families have interpreters in their home language to help them with enrollment, parent- teacher conference, and family events. Our policy is to assist families by providing interpreters to help them with the process of enrolling their child, communicating with staff and other families, as well assist families in navigating community services so they may access resources.

Currently have four other languages spoken at the center, Arabic, French, Turkish and Spanish. The administration and staff at Creative Learning is fluent in four languages, English, Spanish, French, Turkish and Arabic. It is our policy to use the family's home language even before they enter our program. Upon answering the phone when we are asked if Spanish, French, Turkish or Arabic is spoken we ensure that Spanish, French, Turkish or Arabic speaking person helps the family. During the tour, we assign the family a person that can speak their primary language. During the enrollment process we will assign a person to help the family fill out the admission forms and interpret the forms and handbook. Should the family need outside help with sources we will help them make the calls to ensure they are connected with a person that can help them with in their primary language. We ensure that the family has someone that can speak to them in their home language when we contact them. It is our policy to review our interpreter policy annually to ensure that our families' home language needs are being meet.

# CLASSROOM STRUCTURE 4.1a

## CURRICULUM

CLA offers young children appropriate programs that promote the physical, social emotional and cognitive development of young children. Our goal is to provide an environment where children can succeed through a combination of independent learning and teacher-led group instruction. Children learn best through play and hands on activities. Through play, children meet the Colorado Early Learning & Development Guidelines for curriculum which addresses the following domains to learning. 1) Physical development and health; 2) social and emotional development; 3) language and literacy development; 4) cognitive development; 5) literacy knowledge and skills; 6) logic and reasoning; 7) mathematics knowledge and skills; 8) science knowledge and skills; 9) social studies knowledge and skills; 10) creative arts expression.

We offer plenty of opportunities through experimentation and problem solving. Basic skills are developed and nurtured through a variety of activities that are relevant to the children's lives. Activities are designed to enhance self-esteem and positive attitudes. Please see our weekly planning calendars posted on the classroom bulletin boards.

## Curriculum for Infant

Children learn best through play and hands on activities. Through play, infants meet the Colorado Early Learning & Development Guidelines for infant's curriculum which addresses the following domains to learning. Cognitive Development, Language and Literacy Development, Emotional and social development, Physical Development and Health Approaches

Our infant's curriculum meets the above domains. Children learn through daily routines and daily experiences, routine such as Hello and goodbyes, Diapering, and Feeding. In addition, children learn through daily experiences, such as playing with appropriate toys, enjoying books, connecting with music and movement, & language learning through positive interactions with adults and peers.

To learn more about the Colorado Early Learning & Development Guidelines, please go to <http://earlylearningco.org/> and for a complete PDF of the Colorado Early Learning & Development Guidelines please go to <http://www.cde.state.co.us/early/eldgs>)

## Safe Sleep Policy

Providing infants with a safe place to grow and learn is very important. For this reason, CLA has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff, substitute staff, and volunteers Creative Learning will follow the AAP safe sleep policy.

### Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.

- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

### **Sleep Environment:**

Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.

- Crib slats will be less than 2 3/8" apart
- Infants will not be left in bed with drop side down
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Smoking will not be allowed in or near Creative Learning Academy

### **Supervision:**

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

### **Training:**

- All staff, substitute staff, and volunteers at CLA will be trained on safe sleep policies and practices.

- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individuals file.
- All staff, substitutes, and volunteers at CLA will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

**When the Policy Applies:**

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep in CLA.

**Communication Plan for Staff and Parents:**

Parents will review this policy when they enroll their child in our program and a reference to the policy will be in the parent handbook. Parents are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

**4.3a.b**

At CLA we understand in order to provide quality education and care we must operate at a lower staff to child ratios than the ratios required by licensing. At CLA our policy is to operate on the following ratios (second highlighted column).

	State RATIOS/ Max group size	CLA ratio/ Max group size	NAEYC ratio/ Max group size
Infant 1 (6wks-18 months)	1:5/ 10	1:3/ 6	1:3/ 6
Infant 2 (6wks-12 months)	1:5/ 10	1:3/ 6	1:3/ 6
Toddler 1 (12 -24 months)	1:5/ 10	1:3/ 6	1:3/ 6
Toddler 2 (12 -24 months)	1:5/ 10	1:3/ 6	1:3/ 6
Twos(12 -24 months)	1:7/14	1:5/ 10	1:4/ 8
Preschool 1 (3-5 years old)	1:10/20	1:8/16	1:8/16
Preschool 2 (3-5 years old)	1:10/20	1:8/ 16	1:8/16
Preschool 3 (2.5 -5 years old)	1:8/ 16	1:6/ 12	1:6/12
School age	1:15/ 30	1:13/ 26	

Currently, CLA has achieved and operates on a lower ratio than state requires. CLA uses the middle column (highlighted column).

## STAFF

Our staff at CLA are qualified and dedicated Early Childhood Educators. Each staff member is required to complete a CBI background check, fingerprints, CPR, First Aid, and universal precautions training. All of our lead teachers are group leaders qualified by the state of Colorado through experience, education, or a combination of both. Our Infant nursery staff leader has Infant Nursery Supervisor qualifications.

## PRIMARY CAREGIVER POLICY 4.4

At CLA we take the encouragement of relationships between the primary caregiver and child and family seriously. Therefore, we understand the importance of assigning a primary caregiver to each group of children. The assignment of a primary caregiver to every child in group care means that when a child moves into care, the child's parents, the Director, and the caregiver knows who the person is who is principally responsible for that child. Primary caregiving does not mean that one person cares for an infant or toddler exclusively, all of the time—there is teaming and team work in every classroom. Primary caregiving does mean that the infant or toddler has someone special with whom to build an intimate relationship.

The benefits to primary care is that the children develop trust and attachment to their primary caregiver and provides consistency. By having a consistent teacher care for a specific group of children, a relationship is built in which the children develop trust and learn how to build relationships. Children learn to trust that their caregiver will change their diaper when needed, feed them when they are hungry, and support their interests. As well as provide comfort in stressful situations, like the departure of a parent during drop off and during transitions.

Primary caregivers also build relationships with parents. The parent's benefit of primary care is knowing that the child will received consistent care based on the child's individual needs and be able to have communication with a specific teacher or team.

## NUTRITION

We will provide Breakfast, Lunch and two snack. We offer child friendly menu. All meals and snacks are served in a relaxed, unpreserved atmosphere. We eat our meals family style where the teachers sit and eat with the children to set an example of good manners also this is a great time for teacher student bonding. Child size (small) portions are served with additional portions available. Meals or snacks are never withheld as a form of discipline. We will encourage children to try everything but we will never force or

withhold food. All meals and snacks are planned to meet the children's nutritional requirement specified by the state of Colorado. Menus are posted in the lobby and the classrooms. If a child prefers to bring his own lunch he may do so. However, please keep in mind that we are a **PEANUT/TREE NUTS AWARE**. There are many kids who have severe reactions to peanut butter and tree nuts. For their safety we do not allow peanuts and tree nuts or any products containing peanuts or tree nuts in the building!

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## NUTRITION FOR THE INFANT

An individualized diet and feeding schedule must be provided according to a written plan submitted by the parent and or the child's physician with the knowledge and consent of the parent. A change of diet and schedule will be noted on each child's daily activity schedule and posted in an area clearly visible to nursery staff.

## HYGIENE

We encourage good hygiene in our center. Both the children and the staff will practice frequent hand washing. Hand washing is required of children and staff before and after eating, after using the toilet, when hands and fingers are put in mouths and noses, after wiping noses and upon returning from outdoor play.

## CLASSROOM COUNTS

In order to keep track of all children in the classrooms and the building, the staff keeps a class list at all times. The list is continually updated as the children leave and enter the classrooms. The teachers will check list every half hour to make sure every child is accounted for. The front office checks every room every half hour in the morning and in the afternoon to check the accuracy of children in the building. Children will remain in their individual room. Before leaving the building with students, the teacher will notify the front office of their location.

## DISCIPLINE

Our disciplinary tactics is to redirect and discuss. We encourage children to communicate feelings and express those feelings using word rather than through aggressive actions. We will utilize the Cozy corner where a child can sit, read, or reflect. For persistent behavior or behaviors that could cause harm to others it may be necessary for a child to take a time-out for a short period of time before joining the group. This can be done in the classroom or may require removal from the classroom to the office.

## BITING

Should your child be bitten he/she will be comforted and the bite and surrounding area will be cleaned to prevent infection. An accident report will be filled out and given to the parents of the child who was bitten. The biting child will be redirected to other activities. Parents will be notified through an incident report. In addition, the classroom teacher will discuss incident and figure a way to redirect child's behavior. A continuous behavior of biting may lead to the removal from the center until problem is resolved. It is our policy to keep the identity of kids who bite confidential.

## TELEVISION AND MEDIA USE

For children two or older we allow children to view educational and G rated videos occasionally. This is done under the teacher's supervision and limited to thirty (20) minutes per week. Parents must sign a permission form, allowing their children to watch educational and G rated videos. Computer and tablet use is limited to non-consecutive fifteen minute increments not to exceed 30 minutes per day. The use of television and media use may exceed 30 minutes for special occasions

Television video viewing, computer, and tablet use is prohibited for children less than two (2) years of age. All television, recorded media, computer, tablet, and media devices are prohibited during snack or meal times.

There is no restriction for children using personal adaptive equipment.

## TOILET TRAINING

You need to supply disposable diapers and wet wipes for your child. When you feel that your child is ready to potty toilet training, please talk to the teacher about your child's training. We will help assist in your child's (ages 2 and older) toilet training. It is important that we reinforce what you are doing at home. As your child begins to toilet trains, please have your child dress in clothing they can put on and take off themselves.

## NAPTIME

All toddlers and preschool children who spend a full day are required to rest. Depending on the age of the child, children who have formal naptime are expected to rest quietly for the first half hour of naptime. After that, if they are not sleepy, they may engage in quiet activities on their mats allowing those who need to sleep the chance to do so. Kindergartens and school age children are not required to rest, but may if they choose to do so. Parents must provide a crib sheet and blanket.

## TRANSITIONING CHILDREN TO, WITHIN Creative Learning AND TO KINDERGARTEN POLICY 2.4

We want every child to feel welcomed in their classroom. Each child is unique and will respond to change and new experiences in his/her own way and at their own pace. Some children are more resilient and open to change. Some children feel comfortable in a new setting right away and others may take significant time, even weeks, to adjust to a new classroom, routines, schedule and teachers.

Teachers must take their cues from each child and respond to interests and needs. Parents are welcomed and encouraged to assist their child in this transition. The family may have had other changes that have precipitated the placement of the child into our program such as: relocation, new job, medical issues, new baby, etc. When children are moving from one classroom to another, they are leaving the comfort of secure attachments to the current teachers and must form relationships with the new teachers. This takes time and patience; nurturing adults and predictable routines will help the children with transition.

Parents and other adult family members are encouraged to spend time in the classroom especially at arrival and departure times sharing activities that the child enjoys such as: reading a book together, doing a puzzle, playing in an area of the room, or just watching the other children for a few minutes in a calm manner. We encourage families to bring family photos that can be posted in the room or in the child's cubby. We also encourage each child to have one comfort object from home such as a blanket or small stuffed animal. This comfort object will be offered to the child if he or she becomes distressed.

We conduct parent-teacher-Director transition meeting for children new to our program, for children transitioning to a new classroom within our program, and for children transitioning between Pre-k and Kindergarten. During the transition meeting, transition procedures to meet each child's need will be planned out. Specifics of the transition process will vary as needed from child to child.

## SCREENING AND REFERRAL POLICY 2.11

In order to ensure that the needs of each child can be met through our learning program, a developmental screening of each child will be completed and shared with

families within 60 days of entry into CLA. Studies shows that observation and documentation about development increases the detection of developmental delays or learning difficulties. Initial screening of children will give us a baseline and allow us to individualize instruction to support each child, to identify possible special needs or learning difficulties, and to meet program accountability requirements in our state. We use Teaching Strategies Gold (TS Gold) as our assessment tool.

Each lead teacher will conduct a screening of for every child new to the program within 60 days of the child's start date and record results following our reporting procedures. A copy of the screening report will be shared with families at family conference and given to the director to be placed in the individual child's file.

If developmental concerns arise, then we will contact parents/guardians and set up a conference. All pertinent staff will be at the meeting. During the meeting the Director and the child's teacher will discuss their observations and concerns. The observation tool we use at CLA uses Teaching Strategies Gold. It is not used as diagnose but more of a screening tool. We always recommend that family consult with their child's medical home (primary care provider). In addition, referrals to community resources will be given to the family for any identified needed services. Director will document any referrals to outside services. The director will follow up with family within 2 weeks to ensure that they have been able to access community resources.

Teacher will continue to monitor any child identified with potential special needs or learning difficulties. If warranted, additional updates on child's progress will be scheduled with the family. Otherwise, the child's progress will be shared at the next regularly scheduled family conference meeting

Our Screening and referral policy is reviewed by administration annually.

## PARENT/ TEACHER CONFERENCES

Formal parent/ teacher conferences will be offered twice a year. One will take place in October and other in May. We will provide parents with the time and date sign- up sheets. Conferences are not limited to those two months. Parents and teachers may request a conference at any time during the year.

## FIELD TRIPS

Field trips will be offered to children in Summer Camp. Attendance is optional. Children will stay at the center with another group if they or their parents choose not to participate. In order for the child to participate we must have the following forms signed:

Emergency Medical Authorization and Release Form, Field Trip Permission form, and a permission form for the particular field trip. Should a child's conduct put themselves or others in danger during the field trip, then he/she will not be allowed to attend the next field trip. Children who arrive late and their group has already left will be able to join another group of similar age group until their group returns or the parent could drive their child to join the group on the field trip provided there is space on the center's vehicle to transport them back to the center.

We will conduct six attendance calls, we will have one before we leave the center, one upon arrival at our destination, two during the trip, one once seated in the van, and one upon arriving at the center.

Should a child become missing during a field trip, the teacher and the field trip personnel will attempt to locate the child. The center will be called and the Director will be notified. The Director will notify the parents and keep them update on the status of the situation. If the child cannot be found, the teacher will notify the Police Department and the Department of Human services.

## TRANSPORTATION

All children must be wearing a seat belt at all times while being transported in our vehicle. Children will not be allowed to stand or move about while in transport. Quiet voices must be used at all times. All children must be 4 year or older and weigh 40 pounds or more to be able to be transported in our vehicle. If the child does not meet the requirement, parents will be required to provide a car seat so the child can be transported.

# DAILY PROCEDURE

## SIGN IN/OUT PROCEDURES

There will be a Sign In/Out log at the front office. As parent(s) or legal guardian(s) come in to the center they must sign in the child. Once you log your child in, please accompany your child into the classroom. This will allow for a smooth transition and allow you to speak with the child's teacher about the day's planned activities.

During child pick-up parents must also sign the sign out log then proceed to their child's classroom and check them out with the child's teacher. If someone other than the child's custodial parent(s) or legal guardian(s) will be picking the child up, then the child's custodial parent(s) or legal guardian(s) must have their names on the Emergency Medical Authorization form. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the center to release the child to another person. We will require a photo Identification and make copy of any one picking-up the child who is not the parent(s) or legal guardian(s) of the child are in accordance with the law and not in violation of any other parent or legal guardian(s).

Custody paper and/or court orders must be part of the child's file if either parent is prohibited from picking-up the child. We will abide to all court orders given to us. We will communicate to the parent or legal guardian who enrolled the child if such order has been served.

Please be aware that if we suspect that the person picking up the child is under the influence, then we will suggest that another person comes to pick up the child. If the suspected intoxicated person decides to check out the child anyway, we will be calling 9-1-1 as soon as they walk outside our center's doors.

## **GUEST REGISTRATION**

All persons visiting our center must sign in at the front desk in our Guest Registration log. All visitors to the center must show photo identification.

## **CLOTHING**

Parents dress your child in appropriately for active play. Comfortable, washable clothing and safe running shoes should be worn (no sandals or flip-flops please). Children should wear clothes and shoes that they could manage themselves. When dressing your child please consider that we will be taken the children to the playground every day, so make sure they are dressed for the appropriate weather. We recommend that you send an extra set of clothing, appropriate for the current season, in case of spills or wet accidents. Please make sure all your child's cloths are marked with their name.

## **SUNSCREEN**

During the summer months we will apply sunscreen in the afternoon prior to going outside. Parents are required sign a permission slip allowing us to apply sunscreen. Please bring sunscreen lotion not spray with your child's first and last name clearly marked on it. It is important to apply sunscreen on your child before they come in to the center

## PERSONAL BELONGINGS

CLA does not assume responsibility for loss, theft or damage to any personal items brought in by the child. We strongly suggest that children leave their toys at home, especially items that are special to the child. We ask no toy guns or toy swords be brought to the center. Stuff animals and blankets are okay for naptime. Please make sure all items are marked clearly with your child's first and last name.

## LOST AND FOUND

If your child should lose something, please check with your child's teacher or the front office. All unclaimed items will be given to charity semi-annually (December and June).

## ILLNESS

If your child is ill please keep him/her at home. Children ill with a fever or has a contagious disease will not be able to attend. Should your child become ill while at school, you must pick him/her up within one hour of our call or we will begin to call names listed on Emergency Information Form. Symptoms occurring that would require you to pick up your child include, but are not limited to, fever at 100.5 or more, two incidents of diarrhea or vomiting within an hour, a suspicious rash, or discharge from the eye and/or ears. It is at our discretion to determine whether the child is too ill to remain at the center.

After an illness, in **order for the child to return to the center the child must be illness free for at least 24 hours**. We report all serious communicable diseases to Tri-County Health Department.

## ABSENT

If your child is going to be absent, please notify the office staff as soon as possible. If your child is ill, notify us of the illness, especially if it is contagious. If your child is enrolled in the afterschool program, please notify us two hours before the child is due to be picked-up. All information given will remain confidential.

## LATE CHILD PICKUP

Charges will be assessed at a rate of \$1.00 per minute per child to parents who leave their child beyond our regular closing time 6:00 p.m. There are two days a year that we close early, Christmas Eve closing at 4:00 p.m. and New Years Eve closing at 4:00p.m. All late fees must be paid in cash to staff members present at the center at time of pick up. If late pick-up is continuously repeated it can result in disenrollment.

We will call the parent(s)/legal guardian(s) of any child not picked up at the time of closing. If we are unable to reach the parent(s)/legal guardian(s), we will begin calling

those listed on the Emergency List completed at time of enrollment. If we are unable to reach anyone by 6:30p.m., then at that time we will contact the Police Department and Social Services. The child will be taken into custody and a notice will be left on the front door to let the parent(s)/legal guardian(s) know where the child can be picked up.

# EMERGENCY PROCEDURES

Here at CLA our primary focus is to ensure the safety of our students and staff.

## ACCIDENTS

If a child is injured while at the center basic first aid procedures will be administered. If it is determined that the injuries need a doctor, we will contact you and if we cannot reach you we will contact the doctor you have chosen to treat your child. If the child is seriously injured, 911 will be called and we will then contact the parents. If the child requires transportation to urgent care, then we will contact the parent and if we are unable to do so then a staff person will accompany your child. It is very important that the Authorization for Emergency Treatment form turned in upon enrollment be frequently updated.

## WEATHER CONDITIONS

During a tornado watch we will visually monitor the weather conditions and listen to local radio/television to stay on top of the current weather in our area. All outdoor activities will cease. In the case of a tornado warning all the students and the staff will go to a designated area of the building. If there is lightning, all outside activities will cease and the children must come indoors immediately. If we need to close the center, have a late start, or close the center early due to snow or other weather condition, we will let post it with channel 9 and we will post on our Facebook page. Please check channel 9 news channel website for school closures. Because our enrollment capacity is under 200, 9 News will not post it on the T.V monitor families must check website for school closures. We understand your concern during weather emergencies and you will want to contact us. Understand that sometimes we will not be answering the phones. Our main focus will be on the safety of the children and helping the staff with the situation.

## EVACUATION AND LOCKDOWN

- We will schedule a monthly fire drill, quarterly increment weather drills, Lock down drills, secured perimeter drills, and active shooter drills, we will keep documentation of all emergency drills once each is carried out. If a fire or any other emergency should occur that would require. We will evacuate to the center to be evacuated/ the Director will notify families as soon as possible and/or a notice will be posted at the center on where you can pick your child. Children will only be released to parents and people listed on the emergency card with proper identification.

If an external situation occurs outside our building that might cause a threat to our students, then we will active a secured perimeter. All the children will be sent indoor immediately and all exterior doors will be locked. Administration will monitor access to the building and students will only be released to parents or persons on their emergency list with proper Identification.

Situation like active shooter or imminent danger in the community for a lockdown. In a lockdown all students and staff will be locked inside the building in their classrooms. All exterior and interior doors will be locked. No one will be allowed to enter or leave the building. There will be no exceptions. A notice will be at the front door to state that we are in a lockdown situation.

## EXCESSIVELY HOT OR COLD WEATHER

If the temperature rises above 90 degrees the children will not be allowed to play outside. We will be applying sunscreen to all the children before going outdoors during the warm months (May, June, July, August, and September). Children will not be allowed outside if the weather drops below 20 degree, it snows, it rains, or if there is snow or ice on the ground.

## LOST CHILDREN

If a child is lost in the center, the teacher is to report the incident to the front office immediately. All the staff and administration will help search for the child. The Director will begin a systematic search. After a certain time has passed and the child could not be found, then we will call the proper authorities, including the Police Department, Department of Human Services and parents/guardians.

## CLOSING AT NIGHT

To ensure no children are left at the center at night we follow several procedures. The director walks through the building at night to lock up and a visual check on all of the classrooms and playground to verify that no children are left. The teachers in the evening let each other know who to add to their lists as they combine and update their lists as children go home. The teachers visually check their classrooms before they

leave and also check their lists to make sure all name have been checked out and the child went home with a parent/guardian.

# ENROLLMENT POLICIES

## TUITION PAYMENTS

Tuition payments are due each Monday or the first day of attendance of the current week. A late fee will be attached if payment is not made in a timely manner. Accounts that are two weeks overdue will result in immediate disenrollment. After a certain period, all unpaid accounts will be turned over to collections and a 50% fee will be added to the due balance.

A returned check fee is \$25.00. We will expect you to pay the amount of the check and the returned check fee in cash or money order. If returned checks are a reoccurring issue, then we will require that tuition be paid in cash or money order.

We reserve the right to increase our fees once per year. We will give families two weeks written notice of the price adjustment.

## STAFF BABYSITTING

We at CLA do not authorize and are not responsible for any services that employees may provide outside of our center and programs.

## VACATION POLICY

Two weeks' vacation credit is allowed per year per child. Vacation credit is based on your child's schedule and enrollment date. For example: If your child attends five days, you have ten days vacation. If your child attends three days then you have six days vacation. Please give us one week notice if you will be using vacation time. You may use vacation time for illnesses if you have any left. The child must be absent to take vacation time. Summer Camps and off-tracks do not receive vacation time. Vacation time cannot be used as your two week notice when withdrawing from the center.

If a child is going to be gone from the center for three weeks or more, you may take him out with two week notice and the re-enroll him by paying the registration deposit.

## HOLIDAYS

Full tuition is charged during the holidays. We are closed on the following holidays and close early on two days each year.

New Years Eve we close at 4:00 p.m.

New Years Day

Memorial Day  
The 4<sup>th</sup> of July  
Labor Day  
Thanksgiving Day  
The day after Thanksgiving Day  
Christmas Eve we close at 4:00 p.m.  
Christmas Day  
Should a holiday fall on Saturday, then we will close on Friday. Should a holiday fall on Sunday, then we will close on Monday.

## WITHDRAW POLICY

To withdraw you must give us two full weeks of **WRITTEN** notice. Please tell us why you are leaving. If you are moving, please let us know if you want us to forward your child's records to another center.

We reserve the right to withdraw a child at our discretion without any prior notice. Any child whose behavior poses a threat to our students and staff, and the behavior cannot be corrected, will be withdrawn from our center. Any parent who is rude, disruptive, or abusive to our staff may be subject to withdraw from our center.

## CHILD ABUSE

We are required by state law to report any incident of suspected child abuse or neglect to the proper authorities. Please understand we are mandatory reporters and are legally obligated to and will comply with the law. Please know that suspension of being under the influence is considered a reportable incident.

## CONFIDENTIALITY STATEMENT

All information given to CLA will be kept confidential and would not be used except for the child's benefit. Information will not be given out to any outside parties without written permission from the parties involved

## LICENSING REQUIREMENT

CLA complies with all the rules and regulation set forth by the Department of Human Services. These rules and regulation relate to our facility, staff, safety, health, nutrition, teacher-child ratio and record keeping. Our center is inspected by The Department of Human Services, Tri-County Health Department, and The Fire Department. Our licenses will be posted at the front office.

## TO FILE A COMPLAINT

Should you have any complaints, please talk to your child's teacher, the Director or the center's management. If the problem has not been resolve you may file a complaint with:

The Colorado Department of Health  
1575 Sherman Street  
Denver, CO 80203-1714  
(303) 866-5958 or (800)789-5879

## TO REPORT CHILD ABUSE

**Denver County**  
Child Abuse Hotline  
(303)636-1750

**Jefferson County**  
Child Abuse Hotline  
(303)271-4357

**Arapahoe County**  
Child Abuse Hotline  
(303)636-1570

