

Parent Handbook

Philosophy:

Our Mission...

To educate by cultivating the wonder of learning through meaningful partnerships.

We Believe in...

- » Educating the whole child—including their social, emotional, cognitive, and physical development;
- » Affording children the chance to interact with their environment in an authentic manner, followed by many opportunities to process, interpret, and ultimately learn from these experiences;
- » Guiding children toward developing a lifelong passion for learning by directly involving them in the educational process;
- » Promoting parental involvement in the classroom to enhance the community atmosphere and allow students to benefit from the talents and experiences inherent to other families;

Our Teaching Philosophy Involves...

- » Allowing each child to find and experience success through a center-based classroom with sections devoted entirely to a specific content including but not limited to language, construction, the five senses, creative arts, music, and dramatic play, etc. Our students are able to fully explore their ideas and theories.
- » Valuing our teachers, who serve as guides for our children and provide support and a loving, open heart along the way. It is the teacher who observes and documents the children's work, growth, and learning, and who ensures that children are offered a variety of developmentally appropriate materials in every classroom. It is the teacher who connects with each child in conversation on a daily basis and encourages them to discuss, describe, and question their environment and extend their thinking. It is the teacher who identifies and facilitates opportunities for students to problem solve, respect diversity, and work cooperatively.
- » Utilizing everything intrinsic to Summit County, including: learning from local craftspeople and visiting artists, exploring recreational opportunities such as skiing, swimming, rock-climbing, and hiking; and experiencing "real world" endeavors such as environmental friendliness and community service.

Admissions: Timberline Learning Center is a non-profit early learning center providing care for infants, toddlers, and preschool age children, ages six (6) weeks to six years. We are open Monday through Friday, from 7a.m. to 6 p.m. We appreciate the unique nature of living in a resort community and, in our efforts to best serve our families, we will provide care on the following holidays when they occur on a weekday: New Year's Day, Memorial Day, Independence Day, and Labor Day. We will be closed on Thanksgiving Day, the Friday following Thanksgiving, and Christmas Day. At Timberline, we believe that every child has something unique to offer and therefore we encourage non-biased classrooms with cultural and developmental diversity. We are ADA compliant and will make every reasonable effort to accommodate children with special needs. We feel that every child deserves a chance to experience a safe, nurturing, and encouraging early learning experience and we will continue to explore ways to best serve the children of our community through collaboration with

the many Early Learning organizations located here. If applicable, information on any special needs such as IEPs or professional evaluations should be given to the Director upon enrollment.

Holidays: We will be open on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day. We will be closed on the following holidays: Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day. For holiday attendance, we will email out a survey eight weeks in advance of an open holiday. Parents will need to confirm their plans for attendance on a holiday one month prior to ensure availability. If a family has committed and attends on a holiday there will be a \$25 holiday surcharge per family. If a family has committed and does not attend on a holiday there will be a \$50 holiday surcharge for their family. If a family does not commit to attendance by the one month deadline, a space will not be reserved for their child(ren)

Enrollment: We encourage interested families to schedule a tour to observe our programs, meet our staff and learn more about Timberline Learning Center. We ask families to schedule a tour in advance, thus ensuring that a member of the Administrative Team is available to assist them. We have open enrollment year round when space permits. If space is available to enroll a child upon inquiry, a family is offered the space and provided one (1) week to accept or decline. If space is unavailable, a family may wish to secure a place on our waitlist, at which time a completed wait pool application is required along with a \$50 non-refundable waitlist fee. When we are able to provide a space for a prospective family, they are offered one (1) week to accept or decline the space for their child(ren). If a family declines the space, they return to the beginning of the waitlist for future consideration. If the child(ren) becomes enrolled, then the \$50 fee will be applied towards the first annual registration fee of \$100. In October, each student is charged an annual registration fee of \$100, regardless of when they initially enrolled at Timberline. Priority to waitlist applicants is given in the following order: staff children, applicants with currently enrolled siblings, board member children, followed by new applicants.

We ask that all newly enrolled children join us for a visit day prior to beginning at Timberline, this visit is scheduled with a member of the Admin Team. For preschool age children the visit is typically from 9am-12pm and for toddlers and infants the visit typically lasts from 10am to 12pm. This visit gives your child a chance to become familiar with the classroom and teachers and ensure preparedness for the first day of school. Per licensing requirements, your child will need to have a completed enrollment packet on file at Timberline prior to their first day of school.

The required documents include:

1. Student Application
2. General Waiver
3. Our "Get to Know You" form
4. Handbook Sign-Off
5. General Health Appraisal (signed by both the family and the child's doctor).
6. Immunization chart (with exemptions signed as needed).

Tuition:

We use the following formula to calculate our monthly fees:

Formula:

\$ daily rate x # days per week x 52 weeks per year / 12 months

Program		1 day	2 days	3 days	4 days	5 days
Infant & Toddler	Full Day \$78	\$338	\$676	\$1,014	\$1,352	\$1,690*
	Half Day \$69	\$299	\$598	\$897	\$1,196	\$1,495
Preschool	Full Day \$72	\$312	\$624	\$936	\$1,248	\$1,560*
	Half Day \$63	\$273	\$546	\$819	\$1,092	\$1,365

We will offer the following benefits to our full tuition paying families:

*A discount of \$25 per month, per child is offered for families attending TLC fulltime**

*A sibling discount of 10% will be applied to the lowest tuition fee (for families who do not receive Tuition Assistance)

*The half day schedule is 7am to 12:30pm for all ages.

Holiday Fees:

We will charge a \$25 per child Holiday fee for attendance on: Memorial Day, Labor Day, Independence Day, and New Year's Day for children who wish to attend on those days. A commitment to attendance – whether you will attend or be absent- is required no less than two weeks prior to the Holiday itself.

Tuition will be invoiced via email at the beginning of each month for the month ahead, please ensure that you are receiving these invoices to the correct email address. Tuition is due upon receipt of the invoice unless other arrangements have been made and by the 25th of the month at the very latest. If tuition is not received by the 25th of the month in which it is due, during a 12 month period that begins in September, the following policy will be enforced.

*1st infraction - \$25 late fee per child

*2nd infraction- \$50 late fee per child

*3rd infraction - \$100 late fee per child and care is suspended until the debt is paid in full. We will hold your childcare space(s) for a two week period before they are released.

We accept cash, checks, debit and all major credit cards. We have an auto payment option available, wherein your card is left on file and charged on a monthly basis for your child's tuition payment. If you are facing financial hardship, please contact the Director to discuss payment options.

If your child is not picked up before Timberline's designated closing time of 6pm, a late fee of \$5 per minute will be charged. Fees for late pickup and late payment will be added to your next month's invoice.

Volunteerism: We request that each family commit to 1 hour of volunteerism or donate \$15 worth of materials each month. Ongoing research shows that family engagement in schools improves student achievement, reduces absenteeism, and restores parents' confidence in their children's education. Students with involved parents or other caregivers earn higher grades and test scores, have better social skills, and show improved behavior. We know that your child(ren) is your greatest investment and we want to ensure that we provide every opportunity for you to be a part of their school experience here at TLC. Families who are unable to fulfill the volunteer requirement in the month that it is due will be charged \$25 for that month on a future invoice.

Parents can sign up with www.signupgenius.com to learn more about TLC volunteer opportunities and, once completed, can log their volunteerism in the binder at the front desk. The administrative team will also send SignUp Genius emails periodically throughout the year.

Transitions: We want your family to feel welcome at Timberline Learning Center and recognize that this can be both an exciting and emotional time. We encourage a short two hour visit when a child and their parent(s) can enter their classroom to explore the materials, meet the teachers, and learn more about our curriculum. For the first full day, parents are invited to create a farewell ritual that eases the child into the separation process. We understand that children (and their parents) will adjust to the transition into the school or into a new classroom at their own pace. Our goal is to help ease your child into the new classroom and we are prepared to support your family in any way possible. We encourage calls to check in on your child's progress and ask you to provide a framed family photograph to display in the classroom. We recognize that comfort items may make transitions easier for your child and ask that any items brought from home are labeled with your child's name. Please keep any non-comfort items to a minimum to prevent loss and/or breakage. Money, especially coins, are a dangerous choking hazard and are never permitted at school.

Timberline has structured enrollment in a manner that allows children who share a kindergarten class to travel through the classrooms together. As such we will limit "move-ups" to only 2 potential times per year June and September. We reserve the right to make a final determination of any student's placement for each year.

Attendance: We ask you to have your child at Timberline by 9am. Late arrivals may make your child feel left out, since his/her classmates will already be involved in the day's activities. If your child is going to be absent, we kindly request you notify the center no later than 9:00 am. We are unable to reimburse you for holidays that you do not utilize or vacation days you choose to take, as we have already taken that into consideration when determining monthly costs. At this time we do not offer make up days for any reason (sick or vacation). However, if you would like to enroll your child for an "add-on" day, you may contact a member of the Admin Team for availability and you will be charged the daily rate on the following month's invoice. You

must have an account in good standing and your child must be currently enrolled to avail yourself of this opportunity.

For families employed by the School District, we are able to offer a schedule reduction during the months June through August. The child must be in attendance at least one day per week; more days are allowed. The family will be charged for this summer schedule and additional days during the increase and decrease period.

We are unable to offer a temporarily reduced schedule during a maternity leave.

Curriculum: We believe in educating the whole child—including their social, emotional, cognitive, and physical development, by affording children the chance to interact with their environment in an authentic manner, followed by many opportunities to process, interpret, and ultimately learn from these experiences, and by guiding children toward developing a life-long passion for learning by directly involving them in the educational process.

We are inspired by the Reggio Emilia approach, defined as “a collection of schools for young children in which each child’s intellectual, emotional, social, and moral potentials are carefully cultivated beautiful, healthy, love-filled setting.”¹

The Reggio Emilia approach is founded upon the following beliefs:

1. The child is an active, strong, competent collaborator in the evolution of their learning. Children are respected for their ideas, Observations and theories which can be seen in the documentation of their work that lines the hallways and classrooms.
2. The teacher is a guide, rather than an instructor, who observes, questions, researches, documents, reflects, and interprets. Teachers work as teammates, with a shared goal of finding ways to make the learning experience richer for the children, to promote greater insight into ideas and theories that children possess, and to encourage relationships both within and beyond our classroom walls. Additional training and conference attendance are encouraged so teachers can continue on their own journey in professional development.
3. The classroom is a teacher unto itself. The space the children share is appealing, natural, and reflects their specific interests. The classroom is seen as a place for the children to explore, experiment, and observe all of the materials available to them. This may include their own work, recycled and natural materials, and objects the teachers observe may be of interest to them. The classroom contains areas for literacy, art, dramatic play, construction, science, and more. The materials are open-ended and allow for individual, small group, and large group interactions.
4. The relationships that develop between the children, their families, and the teachers create opportunity for growth, reflection, and support. The children and their families connect with the teachers as soon as they enter our doors, and these relationships will continue long after the children have parted. We recognize the important

¹ Edwards, Carolyn P, Lella Gandini, and George E. Forman. *The Hundred Languages of Children: The Reggio Emilia Approach-Advanced Reflections*. Greenwich, Conn: Ablex Pub. Corp, 1998. Print.

role that children play in our lives and our town, and we collaborate with our community to provide them every experience possible. Teachers regularly document the experiences of the children at our school, providing parents and guests insight into their interests, learning, and development.

5. Long-term projects are at the core of our program, using the children's interests and the teacher's observations as the guide. Children participate in small group and large group projects, involving observation, reflection, investigation, excursions, questioning, and interviewing. Children process the information as they gather it and represent their learning in a variety of "languages". When children represent their ideas through a variety of media or "languages", they reinforce new knowledge, allow chances to reflect and question, use this knowledge as a stepping stone to further investigation, and are able to share with others what they have learned. Gatherings are held daily, allowing the children a chance to share ideas, discuss and reflect on their projects plans, and collaborate on common interests.

Video/DVD viewing: There may be an occasion when the viewing of a video or DVD supports a classroom activity, however this will not be the norm. Any videos or DVDs viewed will be previewed by a member of the Admin Team and will be both age and developmentally appropriate for the viewing audience.

Behavior Management: Early childhood is a time of experimentation, emotional development, and individuation. We want to use every opportunity to help children learn from their choices, resolve conflicts, and develop empathy and respect for themselves and their neighbors. Teachers will act as positive role models, recognizing pro-social behaviors and redirecting misbehavior. Teachers will be firm and fair when tending to misbehavior, providing a "calm down" period for the child when needed, followed by an opportunity to reflect and consider how their behavior impacts others. Ongoing behavioral challenges will be approached with the collaboration of teacher, parents, and Directors and will be kept confidential. We work with a variety of professionals who specialize in family and child development issues. If you have concerns regarding your child's development, please consider us a resource as we can refer you to a reputable local professional.

Jewelry: In accordance with best practices on child health, safety, and welfare as indicated in Caring for Our Children (3rd edition, Standard 6.4.1.2), small objects that could pose a choking hazard to children under the age of three are not allowed in areas designated for children in this age group. According to the Consumer Product Safety Commission, small objects that pose a choking hazard are less than 1.25" in diameter and between 1" and 2.5" deep. For this reason, children's jewelry including, but not limited to, items such as barrettes, bracelets, earrings, and necklaces are not permitted in these areas. This Policy will be universally enforced, without regard to race, religion, ancestry, ethnicity, national origin or personal beliefs.

Wellbeing: It is a top priority of Timberline Learning Center to provide a safe and healthy environment for your child. We need your cooperation to achieve this goal. The following are guidelines that have been developed with the assistance of the Summit County Public Health Nursing, Summit County Child Care Licensing, and the Summit County Public Health Officer. We use the following list to guide us in caring for your child and ensure the wellbeing of the entire school at all times. There may be times when your Dr makes a recommendation for care that we are unable to accommodate as we believe it will negatively impact the wellbeing of the classroom as a whole. A member of the Administrative Team will discuss these situations on an individual basis with the family, directly.

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. We deserve the right to make the final decision in the best interest of our school.

Each child will be dealt with on an individual basis. We will contact you and will request that you pick your child up within 30 minutes of receiving our call. If a parent is unable to meet that time request, your child will be released to an authorized adult on your emergency contact list. By adhering to the above guidelines, we will be better able to maintain a safe and healthy environment for our students and staff.

Medication: If your child requires that medication be administered during the school day, we will need to have a medication administration form completed by both the prescribing professional and a parent or legal guardian. Medication must be provided in its original packaging and turned in at the front desk to a member of the Admin Team. Once we receive the completed form, an authorized and fully-trained staff member will administer the medication as prescribed.

If your child requires pain reliever while they are enrolled at school, a trained professional is able to administer this if:

- You have signed the section of the general health appraisal (GHA) that provides permission and dosage.
- You have provided the ibuprofen or acetaminophen in its original packaging with the appropriate dispenser.
- The doctor has signed the GHA form to include this permission.
- You have been contacted and provided approval on the day of administration.

If your child requires ongoing care that uses over-the-counter medication such as Chapstick, hydrocortisone cream, Neosporin, etc. a medication administration form will need to be completed and must have a start and end date. Once we receive the completed form, an authorized and fully-trained staff member will administer the medication as prescribed.

We are unable to dispense homeopathic medications, probiotic supplements, and sports drinks such as Gatorade.

Sunscreen: Timberline will provide sunscreen to all students ages six months and older. If your family chooses to provide an alternate sunscreen then it will need to be accompanied by a Doctor's note. Once a Doctor's note is

provided, the sunscreen can be kept in the classroom and used at each application. When supplied for an individual child, the sunscreen must be labeled with the child's first and last name.

Allergies: It is the responsibility of the parents or guardians to provide Timberline Learning Center with any information regarding a child's food or medication allergies. An allergy plan must be completed by the parents and the child's doctor prior to the child's first day at school. This will allow our school nurse to ensure that our teaching team is trained and prepared to manage any allergy related situations that arise. The classroom staff will post an allergy alert on the kitchenette cupboard alerting all staff of the allergy. Furthermore, the parents and medical provider of the child must provide a specific plan for treatment in case of an allergic reaction. If a child has medication prescribed to treat allergic reactions, a specific plan will be drafted by the Executive Director and parents regarding the treatment plan prior to the child enrolling in care. In any classroom where an allergic reaction could be life threatening, and an epi-pen or insulin are required for treatment, all teachers who care for that child will be required to undergo training prior to that child enrolling in care. The medication required to treat that allergic reaction will be kept locked in the child's classroom, unless the class is on a field trip, when the medication will be transported by a staff member.

Accidents/Injury: If a child sustains a minor injury while in the care of TLC, a parent or guardian will be notified, by a staff member, by the end of the business day. This notification will be given by phone or in person. Details of the incident will also be filed in the classroom in writing. In the event of a serious injury, a parent or guardian will be notified immediately. At discretion of the staff, any reasonably necessary medical care and/or transport will be arranged. If a parent or guardian is unable to be contacted, a licensed physician, dentist, or medical care provider will carry out any reasonably necessary medical care for the child. The parent or guardian will be responsible for the cost of medical care and transportation provided.

Feeding: Parents are asked to model good nutrition and provide healthy lunches for their children each day. If you are unsure as to what constitutes a healthy lunch, we are happy to make suggestions. A healthy lunch must provide 1/3 of your child's daily nutritional needs and include one full serving each of vegetables, fruit, protein, and grain. Please limited the number of "treats" that are provided in lunches so that we can ensure that the food that is consumed is nutritious. Lunches will be refrigerated in your child's classroom and lunch items can be heated in a microwave as needed, so long as instructions are provided. We ask that you do the majority of preparation at home to limit the time spent preparing lunches at school.

Lunch boxes, food storage containers, bottles, and sippy cups must all be labeled with your child's name to help us avoid mix ups, prevent allergic reactions, and ensure that it makes it home with your child each afternoon. Water will be readily available to your child throughout the day.

If your child is consuming breastmilk, it must be brought in the bottle from which it will be consumed and labeled with a circle sticker (available in the Sprouts classroom) before being placed in the refrigerator. Due to the proximity within which the children engage upon leaving the Sprouts classroom, we will be unable to accommodate breastmilk once your child turns 12 months old and is in the Seedlings classroom.

If your child is consuming formula, it must be brought in the bottle that it will be consumed from and any spare formula must be provided in its original container. Due to the proximity within which the children engage upon leaving the Sprouts classroom, we will be unable to accommodate breastmilk once your child turns 12 months old and is in the Seedlings classroom.

Personalized Inchbug name bands will be provided to students who begin in the Sprouts classroom. Families are asked to use these for their children's bottles, sippy cups, and water bottles.

We will provide two nutritious snacks for your child every day, one in the morning and one in the afternoon after nap. Children will be encouraged to try new foods, learn about nutritious options, and ultimately develop healthy eating habits. The daily snack menu will be posted in the front lobby for your information.

Napping: Having an opportunity to rest and rejuvenate is an essential part of the wellbeing of every child enrolled at TLC. To ensure that we remain in compliance with licensing guidelines, every child is provided a safe and comfortable place to take a nap at school. We supply a crib (Sprouts only) or nap mat and a sheet. One blanket from home is welcome once your child reaches the Seedlings classroom, we do not permit blankets in cribs. In both the Sprouts and Seedling classrooms a sleep sack is also available for your child's use. To ensure that we are responding to the cues that your child is giving us, we are unable to wake children at specified times or refrain from putting them to sleep at nap time. Our Teachers employ a variety of techniques to sooth your child to sleep, however we cannot require that they sleep and after a 45 minute rest period they will be provided quiet activities to keep them engaged while their classmates sleep.

Toileting: Timberline generously supplies baby wipes to be used on all children in diapers. This allows us to ensure that the wipes we use are of the highest quality available to avoid allergies and skin reactions as often as possible. If you would prefer to use other wipes, please ensure that a steady supply is available at all times.

If your child is in disposable diapers, we ask that you provide a steady supply of diapers (no less than 6 per day of attendance) and at least one complete change of clothes that is seasonably appropriate. Your child's teacher will remind you if supplies are running low and we ask that you keep track of your child's supplies to ensure that your child has what they need.

If your child is in cloth diapers, we ask that you provide a steady supply of diapers (no less than 6 per day of attendance). All soiled diapers will be placed in a trash receptacle that you provide and will need to be emptied each evening to ensure proper sanitation in the classroom. We cannot keep soiled diapers in the classroom overnight. The receptacle will be placed outside your child's classroom door until you return the following morning. Your child's teacher will remind you if supplies are running low and we ask that you keep track of supplies to ensure that your child has what they need.

We know that ensuring you are providing for all of your child needs can make for a busy morning and sometimes things are forgotten or slip through the cracks. One of the items we need to have provided on a daily basis are side closure diapers, enough to last for a minimum of 5 changes a day. We are pleased that we are able to provide high quality wipes to use for all students without charging a fee. Unfortunately, providing diapers is cost prohibitive so we are unable to supply diapers for your child. If your child does not have diapers to cover

their daily changes, we will contact you to bring them in that day. The classroom Teaching team will try to remember to update you on the diaper quantities available for your child, but ultimately it is your responsibility to check on a regular basis.

If your child is showing signs of potty training readiness while at school, such as staying dry for extended periods of time, asking to use the potty, using the potty successfully, and only periodically having accidents then we can support that effort in the classroom. We ask that those children early in the process have several changes of clothes available daily. If your child experiences two accidents in a given day they will be returned to diapers for the remainder of the day. If this occurs more than twice in a week then we ask that your child return to diapers until a later time when they are ready to potty train. We know that children can behave very differently at school than they do at home, in regards to potty training, and we appreciate your support in adhering to these guidelines.

If your child is in need of diaper rash ointment, an authorization form must be completed and on file for each type of cream/ointment. The authorization will remain effective for one year.

Items to provide:

Infants:

- ~Diapers: please check regularly to ensure that your child has a stash of necessary items
- ~Bottles filled with either breast milk, or premeasured formula
 - ~Baby cereal and baby food
- ~Several changes of seasonally appropriate clothing or indoor/outdoor use
- ~Items of comfort including pacifiers, blanket, stuffed animal

Toddler/Preschool:

- ~Diapers and wipes or extra sets of underwear and clothing, as appropriate
- ~Change of seasonally appropriate clothing, to include waterproof hat, waterproof gloves, snow pants, warm jacket, and boots.
 - ~Lunch- daily
- ~Comfort items for rest, including blanket, stuffed animal, doll

Security: In our ongoing effort to provide you with the assurance that we are doing everything in our ability to create a safe and secure environment for your child, we will uphold the following policies.

1. Our school has a locking vestibule through which every family must travel at drop off and pick up. This entry will be attended by a staff member whenever possible. When staff attendance is impossible, families and guests will need to alert staff to their arrival via the buzzer located to the left of the interior vestibule. This ensures that only authorized individuals will enter the building and allows us to determine who is present at the Center at all times.
2. We require a daily record of your child's attendance at Timberline. Parents are required to sign their child in and out every day at the computer kiosks located at the front desk. This information will be utilized to ensure a

proper headcount throughout the day, in case of emergency, as well as analyze our enrollment and staffing needs, and maintain licensing requirements.

3. The Center will release children only to the adult(s) for whom written authorization has been given, photo identification has been received, and is maintained in the child's record. In an extreme emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. The adult to whom the child is released will need to provide photo identification to the Staff member caring for the child.

4. Under no circumstances will Timberline Learning Center staff release a child to an unauthorized adult, or an authorized adult who appears to be impaired by the use of drugs or alcohol. Staff will make immediate attempts to contact the parents. The Breckenridge Police Department will be alerted if said adult becomes confrontational or uncooperative with Timberline Staff. We recognize that Court Orders may be in place in certain situations and ask that the most current orders are kept in your child's file to ensure our cooperation.

5. We encourage families, friends, and neighbors to visit our school and learn more about our programs. We require that you sign in at the Front Desk, providing name, address and the purpose of your visit and a photo ID card. In return, we will provide you assistance, including a visit and /or tour customized to your specific needs, as requested.

Inclement Weather:

Outdoor play: Here in the High Country families quickly become used to weather that reflects winter, the majority of the year. However, we at Timberline recognize how important outdoor play is to the health and vitality of your child. We will utilize the following temperature guidelines (to include wind chill factors) to ensure the wellbeing of your child:

Preschoolers will play outdoors until the weather drops below 15 degrees. Toddlers will play outdoors until the weather drops below 20 degrees. Infants will play outdoors until the weather drops below 30 degrees. The Executive Director will refer to www.weather.com to determine actual outdoor temperatures for outdoor play.

School Closures: In the event that Summit County is impacted by winter storms, the Executive Director has the right to cancel school. If the Executive Director is unavailable to make the decision to remain open or cancel school, then the Director of Education will be responsible for making this decision. Both the ED and the DOE will have the Board President and Board Vice President available for consultation purposes as needed. Additionally, the Board President and Vice President will act in this decision-making capacity in the absence of both the ED and DOE. If school is closing for the day, we will notify staff and families by 6:00am. If staff and families are not notified of a closure then school will proceed as usual.

We will notify families and staff via our ELV system (text and email), phone calls, as well as post on Social Media (Facebook).

In the event that Timberline is impacted by a loss of power that includes: hot water, heat, light, and sewer, school will be closed after a two hour wait period. School will open on schedule and if power remains out for two hours, school will close. We will not notify staff and families prior to school opening, allowing for a two hour window of operating. Families will be notified in the event of a power outage that we have a two hour closing policy enacted. Pick up will be expected at the conclusion of that 2 hour window of operating. Any staff that arrive at Timberline will remain until a decision has been made as to whether or not to close and all students have been picked up.

We will notify families and staff via our ELV system (text and email), phone calls, as well as post on Social Media (Facebook).

Hot weather: Parents should apply sunscreen to their child before or when they arrive in the morning. If we should experience excessively hot weather, we will limit outdoor exposure. We will re-apply sunscreen in the afternoon as long as the permission slip has been signed in the registration packet.

Thunder/Lightning: Children will be directed indoors if thunder and lightning occur anytime throughout the day. If on a field trip and thunder and lightning should occur, the group will seek immediate shelter and notify the center.

Emergency Response: The staff of TLC will follow the plans prescribed by the Red, White, and Blue Fire Department with regard to a fire or The Breckenridge Police Department in case of emergency. A copy of said plans will be on file in the administrative offices, and will be made available upon request. Fire and evacuation drills will be performed at regularly scheduled intervals. In case of emergency, children will be evacuated to the Breckenridge Police Station located next door to our Center.

Traveling: We believe that experiences outside of Timberline Learning Center are a vital part of your children's growth. Staff will thoughtfully research locally available opportunities that support learning and will plan age appropriate experiences. Written permission will be required for every field trip. We encourage parents to join us to participate when possible.

Accountability of Students' Whereabouts: The staff of TLC will constantly monitor number of children in their immediate care, whether inside the school or on the playground. Children will be counted when exiting to the playground and when returning from the playground. They will be counted when they are entering public transportation and when they are exiting public transportation. The children will be counted every 15 minutes while they are participating in a field trip off of school grounds. Children will, at all times, be under the supervision of at least one staff member. Before a group of children and staff leave the center's premises, a detailed itinerary and list of students will be filed with the administrative offices. A list of students traveling off campus will also be with staff members. In the event that a child should become lost, Staff will immediately place two calls. The first call will be to The Police Department, dialing 911. The second call will be to the Director at TLC, dialing (970) 453-9656. The staff will secure a location for all children and all but 1 staff member. This staff member will retrace steps taken leading up to loss, as needed until the child is located and returned to the group. In the event that an emergency occurs while a group of children is traveling to or from a Field Trip or whilst on the field trip, Staff will immediately place two calls. The first call will be to the Police Department, dialing 911. The second call will be to the TLC Director, dialing (970) 453-9656. The Director will drive to the scene of the emergency to assist staff members. The parent or guardian of the child will be notified as soon as possible, keeping the safety of all the children our priority.

Transportation: Field trips and excursions are planned throughout the year to enrich our curriculum. Locally, we rely on the Summit Stage or Breck Free Ride for transportation. While riding on public transportation the children are not permitted to move about while the vehicle is in motion. Seat belts are not provided on aforementioned methods of public transportation. Written authorization **must be** provided by a parent or legal guardian prior to any excursion that uses public transportation. Should a parent or guardian feel uncertain about their child's participation in an event requiring public transportation, accommodations may be made. In the

event of an emergency while in transit, appropriate action will be taken by the staff of TLC and parents and guardians will be notified as soon as safety allows.

-Please arrive at school by the designated time. If your child arrives late on a day when a field trip or excursion is planned, we will not delay the group to wait for their arrival. Please call ahead if you know your child will be arriving late to make arrangements for you to meet with the group. If notification has not been made by the departure time, TLC staff will leave written information that will be posted at the school regarding time, location, and contact information so that the student may join us if possible.

Parent Communication: At TLC we believe that parental involvement is an integral part of our success. To this end we will make every effort to connect with you daily about your child. Each classroom contributes to a blog on a daily basis at timberlineblog.weebly.com and an email prompt that includes a link to the blog will be sent to you when it is updated. We highly encourage you to read the blog post and communicate with your child's teacher about your child's experiences regularly by commenting on the blog, communicating in person when possible and via email as needed. We also encourage you to support your child's teacher through volunteerism. They will post an ongoing list of available opportunities. Volunteerism is a fundamental part of your child's enrollment at Timberline Learning Center; we look forward to collaborating with you. We feel that clear and frequent communication is an integral part of your child's growth and strengthens the bond between the teachers and the families. Parent/Teacher conferences are scheduled annually, but input, ideas, and questions are welcomed at any time. We ask each family to provide the equivalent of 1 hour of volunteerism per month. To this end, if we find that your family is unable to participate in the volunteer opportunities, a fee of \$25 per missed hour will be added to your bill in September.

Pick-Up and Drop-Off: Our front door is unlocked promptly at 7 am. Our school closes at 6pm. If you are running late and unable to pick up by 6pm, it is your responsibility to notify the staff of an estimated time of arrival. **Once you have arrived and made contact with your child, you are responsible for your child and their safety.** It is the responsibility of the TLC staff to notify the Colorado Department of Social Services if a child is left at the center after 6 pm, unless the staff has been notified in advance. A staff member will remain with the child until they are picked up. Your cooperation is appreciated, as it is helpful to the staff and your child's sense of security to have a consistent plan in place. Please take local weather conditions into consideration when developing your pick up and drop off plans. In every classroom, the closing teacher will do a final sweep of their classroom, looking under furniture, in closets and in bathrooms. Our ELV site, where entries from the computer kiosks are stored, will be reviewed for accuracy and any inaccuracies, specifically children who are not signed out, will prompt an immediate phone call to said parent to ensure the safety of the child in question. Once this final check has been completed, the findings will be reported to the closing Director. The Director will conduct a final walk-through of the facility to verify the presence of any children. In the case of any child being located during this period, an immediate call to the parents will be made by the Director and the Director will remain with the child(ren) who shall be picked up within 30 minutes time.

Reporting of Child Abuse: We are required by state law to report any suspected abuse or neglect, or any observations of children being subjected to circumstances or conditions that reasonably indicate abuse or neglect immediately to the Colorado Department of Social Services or a law enforcement agency. If you

suspect any child abuse has occurred at this facility, you must report it to Summit County Department of Social Services or the Breckenridge Police Department. The phone number for reporting abuse to the Summit County Department of Social Services is (970) 668-4100 and asks to speak to the on call social worker. If there is an emergency, dial 911.

Withdrawal of Services: It is our goal to communicate with you about any concerns or challenges we are facing prior to any action being taken. Timberline Learning Center reserves the right to terminate services when a child poses a danger to the other children or staff, or the child has become a liability to the Timberline Learning Center. The Executive Director may also terminate services for non-payment of tuition, failure to adhere to the policies set forth in the Parent Handbook, if the child has special needs which TLC cannot adequately meet with our current staff, or for any other reasons deemed appropriate by the Executive Director or Board of Directors. Timberline Learning Center requires a written notice, two weeks in advance, if a parent or guardian wishes to withdraw a child from the Center. The parent/guardian is responsible for the regular tuition during this period.

Filing Complaints: If you have any concerns or complaints about anything at anytime please contact the Executive Director of the Timberline Learning Center. You may also file serious complaints at the:

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

Parent's Handbook Signature page

Please return signed copy upon enrollment.

I/We, _____, the parents of _____
acknowledge that I/We have received a copy of The Timberline Learning Center's Parent Handbook and have been given the opportunity to read the manual and ask questions about the content. Furthermore I/We understand the policies contained therein and I/We agree to abide by the policies set forth in the manual.

I/We further understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Timberline Learning Center and the parents. Timberline Learning Center reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Print name: _____

Signature: _____

Date: _____

Print name: _____

Signature: _____

Date: _____