

COS - 2.1, 2.4, 2.7b, 2.11, 4.4, 5.3

Children's Playland Early Learning Center

Parent Handbook & Policies



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Accreditation

Children's Playland is licensed with the State of Colorado. We are members of Arapahoe County Early Childhood Council and are a Colorado Shines rated program. Our trained and dedicated staff are committed to caring for your child/children and instilling in them high moral values. We continue to learn and grow in our knowledge of Early Childhood Education and Developmentally Appropriate Practice by completing a minimum of 15 hours of continuing education each year per staff member.

Administration

We have an onsite Director and /or Administrator each day.

Children's Playland Philosophy

Children's Playland teaches children in a fun, hands-on environment, allowing them to make age appropriate choices, while discovering the world around them through exploration and based on individual relationships with children, teachers, families, and peers. Our goal is to provide a fun, loving, safe, enriching, and creative environment for our children with an emphasis on early education. Our program gives parents peace of mind so they can be assured that their children have the best opportunity for learning while they are at work or school.

Mission

At Children's Playland Early Learning Center our mission is to provide the best-possible care and creative, play-based education for all young children in our community including families from high risk and at risk backgrounds with a caring, safe, and supportive environment formed on a foundation of individual relationships with each child and family. Through this we foster social, creative, emotional, physical, intellectual development and a life-long love of learning for the children we teach.

Vision Statement

Our vision is that Children's Playland Early Learning Center will set the standard for quality early childhood education through our innovative approach to the changing needs of the families we serve. We will encourage the children in our care to grow up to be healthy, productive members of society through a creative, play-based learning experience based on individual relationships with each child and family. We will strive to create a developmentally appropriate environment that will provide a stimulating educational experience and foster a desire to become a life-long learner in each child. Our approach will be family led and centered and developmentally appropriate for each child.

Admission of Children with Special Needs

Children's Playland complies with all regulations of the Americans with Disabilities Act. The learning activities that help maximize the development of infants, toddlers, and preschoolers with disabilities or special needs are little

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different from activities designed for children who do not have disabilities or special needs. There are, however, adaptations to the environment that may be necessary for some children with physical, emotional, social, or sensory impairments to help them achieve successful learning experiences. Keeping this in mind, we do maintain set ratios of children (with and without special needs) and adults in our classrooms. If we can meet the needs of the family and child, we will provide care to the best of our ability. Please schedule an appointment with the director and we will be sure to review our program to ensure that we can meet your child's needs accordingly. We may ask that you provide us with additional support to accommodate your child's needs if necessary and that you comply with our Response to Intervention protocols if requested in order to adhere to the most current Evidence Based Strategies.

Provide from Home

Parents please provide at least two spare changes of clothes (pants, underwear/panties, shirt and socks), diapers or pull ups and wipes if your child is not potty trained or in the process, 1 crib sheet (for toddler and above), a blanket or sleep sack depending on age, and a small soft toy if desired as well as a water bottle for the toddler and preschool classes. Infant supply requirements include but are not limited to 5 bottles, formula or breastmilk if you decline the use of center formula, a pacifier if used at home, diapers, wipes, diaper cream, a sleep sack, and several changes of clothing. Everything should be clearly marked with your child's name. We send home clothes to wash daily. We wash the crib sheets and blankets at the center weekly.

Hours of Operation and Ages Accepted

Our infant, toddler and preschool programs are open **Monday through Friday 630am to 600pm**. We provide care for children from ages 6 weeks to 10 years old and have full time weekly and part time weekly spots based on availability. We also accept drop-ins if there is room available in the appropriate age group. If your child is of school age, please see a member of the leadership team for scheduling as it is dependent upon the school district schedule, our availability, and your transportation requirements.

Admission Procedure

When you first come to Children's Playland, you will meet with the Director to discuss you child's needs, registration, fees, and our program. You will be invited to observe a class and get to meet your child's potential teacher. After the Parent/Guardian views the facility and receives information verbally and pays the enrollment fee, an information packet will be distributed via email.

* We do not provide registration packages or save enrollment spots until the family pays the enrollment fee of \$80 or until we receive an active CCAP authorization at our center.

Children's Playland then determines whether to continue the application process. If the application is accepted, an orientation will be scheduled with the parents, at which time final enrollment will be decided by parent/guardian and the Director.

Enrollment Policy

Enrollment priority will be given to full time students first. Children's Playland seeks to provide quality services to children regardless of race, religion, sex, national origin, or other ancillary factions. To maintain the integrity of

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services provided, the center will comply with state regulations and other licensing restrictions and establish programs for defining the requirements for enrollment and attendance including the following:

1. A completed enrollment package. (Please complete each item in the enrollment package)
2. Emergency forms updated at all times
3. Medical information form signed by the child's doctor
4. Immunization card from the doctor
5. Signed parent handbook form
6. A completion of authorizations to pick up form.

Enrollment Fee

A nonrefundable annual enrollment fee of \$80 per family is due upon enrollment of children. This enrollment fee is due at the beginning of each school year at Children's Playland. The enrollment fee is used for all the paperwork that is involved with your child being registered in our childcare facility as well as paying for our observation tools and certifications. Your enrollment fee also helps cover some of the supplies and equipment in the classroom.

Tuition

Tuition is due by Friday of each week for the following week. A fee assessed for any late Payment may be made by cash, check, credit card, or money order. If any checks are returned there will be a \$35 charge. We offer a 10% discount for the oldest sibling in a family that may be enrolled.

*The enrollment fee of \$80 must be paid for full time, part time, and drop in families.

Children's Playland reserves the right to increase the tuition rate once a year during the first quarter of the calendar year. Tuition increases will not exceed 15% of the current tuition.

Fees Late/Penalty

Tuition not received within 5 days after the due date will result in a fee of \$30.00 per week and can result in termination of childcare. Unpaid tuition of 2 weeks will result in immediate dismissal until the bill is paid in full. If you feel that you are unable to make timely payments, please communicate with the director as soon as possible.

Two Week Withdrawal Notice

A two week notice of withdrawal is required. If no notification is given, 2 weeks tuition will be charged. Re-enrollment will constitute repayment of the \$80 enrollment fee.

Holidays and School Closings

The center will be closed for the 6 major holidays and two professional development days each year. Please refer to a calendar for exact dates. In the event a holiday falls on a Saturday, we will observe the holiday on the preceding Friday. In the event a holiday falls on a Sunday, we will observe the holiday on the following Monday. Holidays / Professional Development Days include:

- New Year's Day **CLOSED**

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- President's Day **CLOSED** (Professional Development Day)
- Memorial Day **CLOSED**
- Independence Day (July 4th) **CLOSED**
- August Professional Development Day **CLOSED** (Specific date varies and will be announced each year.)
- Labor Day **CLOSED**
- Thanksgiving Day **CLOSED**
- Day After Thanksgiving (Open but **advanced** sign up required.)
- Christmas Eve (Closing at **4:00pm**)
- Christmas Day **CLOSED**

Primary Caregiving - COS 4.4

Our goal at Children's Playland Early Learning Center is to provide an excellent learning experience for the children in our care. Part of this goal is ensuring our students are provided with a continuity of care that meets and exceeds industry standards. Therefore, teachers and students will be kept in their typical classrooms and with their primary caregivers and classroom teachers.

Child Arrival

It is the parent's responsibility to ensure that a teacher has acknowledged the fact that the child has arrived and left. All children must be signed in and out by parents. Attendance will be taken daily to ensure the safety of all children. **All children must be in their classroom by 9:30am each day unless prior arrangements have been made with the director.**

Child Pick Up

Please call and notify staff if you are running late or are going to be late to pick up. You will receive a 5-minute leeway. After that there will be a \$1 charge per minute per child. If you don't call, you will also be charged a \$1 late fee per minute per child and will not receive a 5-minute leeway. If you are more than 30 minutes late, we will try contacting you. If you are still unreachable, Child Protective Services will be contacted.

We Close At 6:00pm in our infant, toddler and preschool programs. Consistent tardiness in picking up children will result in termination of childcare services. Children will be released to parents and guardians. If the emergency contact you have listed will pick up your child, you must notify the office of the change. If anyone not listed on the emergency contact card is to pick up the child, the office must have written permission from the parent before the child will be released. We will also check and make a copy of the person's driver's license for identification. Please understand a phone call will NOT be accepted! We are here for the safety of your child and therefore ask that an exception is given to us only in writing electronically.

Community Resources - COS 2.11

Children's Playland will work with families and children to ensure they are put in contact with appropriate community resources including but not limited to: Child Care Assistance Program; Child Find; Parents as Teachers;

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Aurora Mental Health, Child Health Insurance Program; Child Nutrition Programs; Supplemental Nutrition Assistance Program; Food Banks; Child Welfare Agency; Low Income Energy Assistance Program; WIC; Medicaid; Safecare Colorado; Housing Assistance, and Low to No Cost Dental, Vision, and Health Resources and Screenings. Information on resources can be found in the family resource library located by the front desk and our staff will always be available to show families where to access Colorado's Universal Assistance Application. Our teachers are also trained annually on when and how to communicate information with our leadership staff for implementation of the referral process. Families are informed of our policy on community resources upon enrollment and annually at registration and are encouraged to address any questions or concerns with our staff so that these resources can be accessed as needed.

Medical Insurance and Medical Home

At Children's Playland, all families are asked to fill out information pertaining to existing medical insurance coverage and a medical home (a primary care / non-emergency service provider with the child's records on file) at enrollment as well as annually at re-enrollment. Families indicating either of these areas to be lacking are given resource lists that include places that offer information on obtaining health coverage and potential medical homes.

Children's Location

Staff is to keep a count of children in their classroom at all times. Head count and name to face of children will be taken before exiting and entering any classroom. Head count and name to face of children will be taken when going outside and returning back to the classroom. In every classroom there will also be an attendance sheet for the staff to keep track of who is here and who is not here. The center Director or Assistant Director will also make periodic head counts throughout the day.

Transportation

There is no transportation of any kind at Children's Playland for our infant, toddler, and preschool programs. We do not transport to or from school and do not take driving field trips. Occasionally, our preschool classrooms may obtain specific permission from families and the leadership team to take walking field trips only. In the event of a medical emergency, an ambulance will be called to transport a child if needed. *For our school age program transportation forms, please see a member of the leadership team.*

Absenteeism Policy

1. If a child is absent, it is the parent's responsibility to notify the school.
2. If the child is absent 5 or more consecutive days without notification, the child is automatically withdrawn. The space may be filled from the waiting list.
3. If a child is withdrawn, he/she may only be reinstated if space is available.
4. A reinstatement fee of \$50 will be charged if the child returns.

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Parties

Throughout the year there will be many class parties planned. All information will be provided to the parents ahead of time. If you wish to acknowledge your child's birthday in the classroom, please discuss your plans with the teacher and director to coordinate day and time. We encourage parents to bring a "Birthday treat" for each one of the children in the classroom. Food items must be store bought and have no peanuts and contain an ingredient list. We encourage healthy items such as fruit and veggie trays for celebrations.

Food

Nutritious meals are provided including whole grain and fresh/frozen fruit & vegetables. Along with some canned food. We provide 2 meals and one snack at no extra charge per day. We will be serving some products such as granola bars and other snacks that may contain peanut or nut oils / traces. If your child has an allergy to peanut / nut products, please inform the Director and also note this information on your enrollment form. The meals from home must be healthy and nutritious and must meet Food Program Guidelines. **Under no circumstances will fast food be allowed in the classroom.**

We prepare our own meals! That means we serve fresh/frozen fruits and veggies, fresh whole grain and steamed veggies. We warm our meats, chicken, and fish to a safe 170 degree temp.

Breakfast is served between 8:30am & 9:30 am Lunch is served between 11:00am and 12:30pm and an afternoon snack is served at 3:00pm.

We have three weekly menus that we alternate with. They will be provided and posted in each classroom and will include the meals for breakfast, lunch, and afternoon snack.

Please notify your child's teacher if you would like to bring a special snack in for the class but remember to consider the sugar amount on a package snack (not to exceed 15 grams of sugar). The snack/treat must be store bought. We cannot accept any home-made products due to the Department of Health's rules and regulations.

If you desire to supplement your child's daily intake of food, you may bring in food from home that goes along with the daily nutritional value needed for a growing child. Fast food is not allowed in the classrooms because of lack of nutritional value and fairness to peers while eating. If you do bring in fast-food items for your child, please stay with them in the front lobby until they have eaten the food.

If your child has any special dietary/allergy need we have a form we can provide you that your doctor will need to fill out before can accommodate your child's special diet.

Nap Time

Rest time is a scheduled time and all children are required to rest. If they fall asleep during this time, we will begin waking up at 3:00pm. If they don't sleep, they will be asked to rest for 30 minutes and after that we will provide them with a book or quiet activities. Children will bring a crib sheet and blanket to sleep with at nap time. (All items must be labeled with child's name)

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Transitions Into and Out of the School - COS 2.4

Children's Playland will work with families and children to have successful transitions into our center from home or another center, by touring families and allowing the children to visit before they start based on direction from the School Director and parents/guardians. This allows the child to become familiar with their new surroundings before they attend and helps them feel more comfortable in their new setting. You and your child will meet with their future teacher prior to attending and the child is encouraged to interact with other children and toys in the classroom environment. All new families attend an orientation prior to attending as well. Our school will work with families from point of contact with center staff and teachers to exiting the program at the end of each day.

Transitions will occur in a timely, predictable manner with special consideration paid to communication between families and teachers and, as needed, the school director. Families will speak with teachers upon arrival and information will be shared verbally and in writing with documentation made as necessary by the teacher in the classroom. At the end of each day families will receive individualized information and any questions or concerns will be also addressed verbally by the teacher. When your child is ready to start at our public schools, we will provide information for district enrollments and what paperwork you will need to enroll your child in their home school. Families will be informed of the center transition policy upon enrollment and annually during re-enrollment.

Transitions from Classroom to Classroom - COS 2.4

When your child is ready to move to the next classroom it is a big step. The childcare center ensures this transition happens as smoothly as possible through an extensive level of communication between teachers, administrators, and families. Once your child's teacher and the director believe it is developmentally appropriate for your child to move up, the teacher and / or director will speak with you verbally. If all parties involved agree that the time is right for your child to change classrooms, we will begin the transition process. You will attend a meeting with your child's new teacher and the director and tour the classroom. Your child will begin by spending a few hours in the next classroom. The teachers between the two classes will work closely to coordinate your child's care and education through the transition. We will transfer your child's assessment tools to the next age group and you may receive policies and procedures pertaining to the classroom your child is entering. The full transition period typically lasts approximately two weeks. Throughout these two weeks your child will spend more and more time in the class they will transition to. Towards the end of the transition period you may be dropping off and picking up your child in the next classroom, but they may continue to move between the classrooms throughout the day in order to meet their individual needs. At the end of the transition period, your child will be considered a member of the new classroom. Although the teachers will continue to work closely to ensure the transition is complete, your child's classroom home will remain in the older age group.

Families with Diverse Cultural and Linguistic Backgrounds and Translation - COS 2.1

Families from diverse cultural and linguistic backgrounds are welcome at Children's Playland. We encourage families to share their individual experiences and languages with staff and children at the school. If you wish to receive communication through a language other than English, please inform a member of the leadership team. We will

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utilize outside translation resources if a staff member is unable to translate or if you wish for the information to be in written form.

Medical emergencies

Should an accident happen, an accident report will be filled out and a copy will be ready for you to sign at the end of the school day. A copy will be placed in your child's file and can be provided at your request. This includes bites, scrapes, bumps, etc. Parents will be notified if the accident involves any blood, bruises, or bites. Accidents, illnesses, and injuries will be reported to the parent or guardian, if medical attention is required. In the event the parent or guardian cannot be reached, the instructions on the emergency notification form provided at enrollment will be followed. If the accident, illness or injury is life threatening, 911 will be called. All notification will be documented and required reports will be sent to the Colorado Department of Human Services within 24 hours after the accident, illness, or injury occurred.

Health Screenings

Children's Playland offers information on hearing, vision, and dental screenings annually for all enrolled children. Families are given referral information to relevant agencies if the screening indicates further treatment may be necessary.

Medication Administration

Medication can only be administered with a doctor's and a parent's permission and is only to be administered by a certified staff member that holds a medication administration certificate and has been delegated by our school nurse. **Medication will not be permitted to remain onsite overnight for any over the counter medication. The only medications permitted to stay are Epi pens for allergic reactions, Benadryl and asthma medications. You may bring your medication daily as it is needed for any pain relief, etc.**

You must have your doctor fill out a medication form that you get from the center and they must sign it. The doctor's note must include **specific time** to be given, **amount** to be given, the specific dates to be given and you must bring medication in a **prescription bottle**. All medication will be stored in a locked cabinet in that child's classroom or in the refrigerator in a locked box. Medication delegation is in compliance with section 12-38-132, C.R.S., of the "Nurse Practice Act." We also have a registered nurse on sight once a month and on call when needed.

Illness/Sick Policy

If your child shows any signs of the following you will be notified and will have to pick up your child within an hour from the time you were called.

- **An exterior temperature of more than 100.4 degree****
- **Discomfort and unable to console**
- **Diarrhea or vomiting (more than one of either)****
- **Any discharges from the eye, ear*.**
- **Any cough accompanied with rasping or hacking from the throat**
- **If your child continuously cries for 20 minutes inconsolably**

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Children's Playland follows the Colorado Department of Public Health and Environment School and Child Care Illness Policy. A copy is posted in the center for your reference and it will be referred to by our staff for guidance.

If a communicable disease is to break out, the health department will be notified and parents will be contacted if evacuation is necessary.

Parents should notify the center at the earliest possible date to report an enrolled child with a contagious disease or infection. Children returning to the center after having chicken pox will not be readmitted until all lesions are scabbed and dry and/or with a note from the child's doctor stating he is no longer contagious.

* If your child has any signs of conjunctivitis or pink eye, he/she will be sent home and have to remain home for at least 24 hours after an antibiotic has been started.

** If your child is sent home for fever or vomiting or diarrhea, please keep your child at home for at least 24 hours after the symptom(s) has subsided.

Reporting Abuse

If a teacher or staff member suspects that any child has been or is being abused, the Department of Human Services will be immediately informed. If a parent suspects that any child has been or is being abused, contact the Denver/Arapahoe County Department of Social Services. Contact the abuse hotline at 1-844-CO-4-KIDS (1-844-264-5437)

Colorado Law requires that all cases of known or suspected abuse and/or neglect be reported to the proper authorities as stated in the Colorado Human Services Rules and Regulations.

Guidance

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people and property and to learn to understand the results of their actions.

Cultivating Positive Child, Staff and Family Relationships

Each teacher at Children's Playland has been trained on positive teaching practices that ensure that children's behavior is guided in a positive manner. We continuously incorporate our families through daily communications regarding their child(ren) and encourage family involvement to ensure that their child(ren) are being guided in a positive direction.

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Creating and Maintaining a Socially and Emotionally Respectful Early Learning and Care Environment

All of our teachers encourage positive interactions with each child through demonstration and teachings that allow children to learn and be capable of respecting others socially and emotionally.

Implementing Teaching Strategies Supporting Positive Behavior, Pro-Social Peer Interaction, and Overall Social and Emotional Competence in Young Children

Through training each teacher is able to effectively and positively reinforce children's positive behavior and redirect any behavior that is harmful to a wanted behavior. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers. They also provide individualized social and emotional intervention support for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. Children's Playland believes in working as a team to identify the specific social and emotional needs of each child. Our staff is trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.

Children with Special Needs - Referral - COS 5.3

Children's Playland regularly conducts developmental screening across all domains of development. If a screening is indicative of further assessment, if a family member communicates a concern, or if the teacher and director concur that they need additional support and expertise to best meet a child's needs, some or all of the following steps will be requested of the family:

- The Developmental Support Specialist will be contacted to do observations and work with the child, family, and teachers to find solutions for challenges in the classroom and / or at home.
- Additional Parent / Teacher conferences will be held. The purpose of the conference is to clearly define the challenge, re-examine possible causes, brainstorm any adjustments the staff and / or family can make and reinforce consistently between home and school.
- Community Resources - Professional support (for example a specialist from Aurora Mental Health or a Resource Specialist from Aurora Public Schools) may be sought. The director facilitates the referral process, working with parents, staff, and specialists.
- Schedule Adjustment - The director, developmental support specialist, and teachers may determine that an adjusted schedule (for example, adjusted nap time or a different arrival or pick up time) is in the best interest of the child.
- Child Find Referral - In some cases it may be in the best interest of the child and family to do additional assessments and screenings through Child Find to see if the child may qualify for additional services through an Individual Family Service Plan (IFSP) for children aged 0-3 or an Individualized Education Program (IEP) for

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children aged 3 and over. If this is a desired next step, the family will meet with the Developmental Support Specialist to fill out a referral form either in hard copy or online depending on the county of residence of the child. The family will then attend an assessment meeting with an Early Childhood Special Education Specialist or another Specialist directly relating to the area of development. This team will determine an appropriate plan of action to provide support to both the family and the child. A member of the leadership team is available to attend all meetings and assessments as desired by the family.

Accessing an Early Childhood Mental Health Consultant or other specialist as needed

At Children's Playland we continuously strive to strengthen our relationships with our children and their families. Through our continuous specialized training, our teachers are able to identify the individual needs of our children. While working with our families, we are able to provide each child with the specialized care that he/she may need within our classrooms. When a situation occurs that makes a child's needs difficult for staff and / or parents to adequately address, the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments.

Acts of Aggression and Fighting (Children)

Children are guided to treat each other and adults with self control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all children and adults, including the child showing aggression. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is done in a way that is clear, consistent, and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child gently by holding her or him only for as long as is necessary for control of the situation and to keep them and others safe.

Acts of Aggression and Fighting (Adults)

Acts of aggression (including but not limited to verbal aggression, abusive language, physical aggression, etc.) and fighting in adults (parents, family members, etc.) are not permitted at the childcare center. If this is observed in any form, whether it is directed at a teacher, staff member, leadership member, child, another family, or an outside person while at the center, the adult will be asked to leave immediately, and the child may be unable to return to care.

Notification of Behavioral Issues to Families

If a child's behavior/circumstances are of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

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On rare occasions, a child's behavior may warrant the need for a more supportive setting for full or partial care. Examples of such instances include:

- A child appears to be a danger to himself or others.
- Continued care could be harmful to or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Visitors / Others to Pick Up

Any visitors will have to sign the visitors log and provide a picture I.D. At no time will a visitor be allowed to be alone with a child or children.

If someone else will be picking up your child other than the people that are on your authorization form, we ask you to provide us with a written electronic notice. Phone calls will not be accepted. If someone not authorized to pick up your child tries to pick up, you will be notified, and they will be asked to leave. If they refuse, the authorities will be called.

Volunteers

Children's Playland always welcomes volunteers. However, there is a Child Protection Act which requires that all people working with children in any capacity must have their name checked through the police department. Volunteers must be under direct supervision at all times. Please talk to the director if you are interested in volunteering. **At no times can we allow you to take pictures of children in the classroom you are working in.**

Diapering and Toileting

Diapering-We ask you to provide diapers, wipes and any diaper rash creams you may use. Everything must be labeled with the child's name. Diaper changes are done every two hours unless they need a change sooner. If you run out of diapers and we borrow or use extras for your child, we will replace them from your supply first so please bring enough to compensate for this. * In addition, at least 4-6 diapers, per day, need to be supplied for your child to be here each day. This is a policy in the rules and regulations for any child care program.

Toilet training - When your child begins to show an interest in toilet learning and the parents or guardians are also ready to begin the process, a plan will be developed that is developmentally appropriate for your child. It will be the parent's responsibility to transition the child into the classroom by taking them potty and assisting in washing their child's hands. This will help provide the child with a great start to their day, as well as helping them understand the safety of using all toilets. We will ask you to provide 3-5 sets of clothes if you are placing your child in underwear. We will take them to the bathroom as often as we can; usually about every 30 minutes. Bathrooms are located in each classroom. Diaper areas are cleaned and disinfected between each change. Staff wear gloves for each change and they wash their hands and the child's hands after they are done.

Weather

(Please be sure your child is dressed appropriately for the weather)

Hot-Children will attend a regular outside schedule (at least 60 minutes per day) unless it is above 90 degrees.

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Sunscreen will be applied every time the children go outside.

Closed-toe shoes are required at all times. A hat with a visor is advised for all children. Again, please provide and label it with your child's name. We will provide water to children on the playground.

Cold- Children will attend a regular outside schedule (at least 60 minutes per day) unless the temperature is below 30 degrees. If the temperature is below 30 degrees but above 20 degrees, the children will be provided with the opportunity to spend some time outside. If the temperature is below 20 degrees, the children will remain inside. A winter hat, boots, and gloves are advised for all children. We ask that you provide them labeled for your child.

Weather Closings

We typically follow Aurora Public Schools school closure system as it is our home district. Please check the main local channels; 7 and 9 on TV. In the event we will be closed, we will send a text message to the cell phone number you have on file with us notifying you of the closure or delayed start by 6am. Should the center close after the children arrive, the parent/guardian will be called to pick up their child. In that case you will be asked to come and pick up your child within a specific time. As always, we will see to it that children are fed, safe, and comfortable until parents arrive. In the event of an emergency, teachers will be provided with a list of parents to call and inform of closure.

****If we lose power or water for more than one hour or if we deem it unsafe for children to remain in the building due to power or water loss, per licensing regulations, you will be contacted to pick up your child within a specific time. We will post on our Facebook Page to keep you updated as well. .****

Appropriate Clothing

Children should wear comfortable play clothes, which they can move and play in. Clothes may get dirty from everyday activities and we will not be responsible for the damages. Children need to wear shoes they can run and play in and will not be a tripping hazard. **Please label all clothing and personal items with your child's name.**

The following dress code has been adopted for safety and propriety:

1. Children are to wear closed toe shoes to protect feet from injury.
2. Children are not permitted to play in bare feet or socks. Closed toe sandals with socks are okay.
3. Clothes with pictures and slogans must be conducive to a school environment setting.

Pictures & Social Media

Pictures will be taken for activities and to share with you what your children do in their classroom. We will also be using images of your children on our social media sites, with parent's approval. We will provide you with a form upon enrollment to state your preference.

Labeling

Please be sure to label any belongings that your child may bring to the center. This includes extra clothes, hats, coats, bags, etc. If we find an unlabeled belonging, we will place it in our lost and found box for 30 days. Anything not claimed in that 30-day period, will be donated to the Goodwill.

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Expulsion

In general, our center follows a non-expulsion policy. However, this may occur on rare occasions such as: uncontrollable behavior that poses a severe safety risk for the child or others; parental failure to follow a behavior plan, biting plan, and / or intervention plan; failure to pay for care as outlined in the 'Fees / Late Penalty' section, and adults connected to a child failing to act appropriately. If an issue occurs, we will have a meeting with the parents and try to resolve the problem. If the problem continues the child will be expelled immediately.

Our staff is well trained and works hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to singularly provide. If we feel that your child's behavior endangers the safety of themselves or other children, we will notify the parent and begin with a parent teacher conference. To better accommodate your child, we would like to work with the family to develop an intervention plan. During that time, if the child is a danger to themselves or other children, we may choose to suspend your child for a discussed period of time. Once the child returns to our program, if the child is still a danger then we will discuss if we are the best placement for your child. Please refer to our detailed discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a very last resort that we would ask you to remove your child from care.

Complaints

Should a parent have a complaint against the Center, the following shall be followed:

1. Take the complaint to your child's teacher. Please communicate with your child's teacher directly.
2. If your complaint is not resolved, please discuss it with the Director.
3. If the complaint is severe or continues to be a problem, call the Department of Human Services at 303-866-5948.

Refusal of Service

If, after attending Children's Playland, it is determined by the Director and leadership team that it is in the child's or the center's best interest not to continue at our center, an advance notice of 2 weeks will be given to the parent/guardian to allow for other child care arrangements. Children's Playland Early Learning Center retains the right to refuse service to anyone. Children's Playland reserves the right to suspend a child from the center on the same day if the situation arises to be unsafe for the staff or children.

Emergency Procedures

In the event of an emergency, we follow a standard response protocol. Full Emergency Procedures can be viewed in the office and classroom specific procedures can be viewed within the classroom including evacuation routes in the event of fire or building evacuation. If an occurrence or drill happens, the staff will proceed as taught and attendance will be called to be sure all children are accounted for. We will inform the proper authorities if necessary and parents will be informed accordingly. A fire drill is performed monthly and lockdown, secure perimeter, and tornado drills are performed biannually.

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Health & Safety

Here at Children's Playland, we complete a monthly Health and Safety Checklist. This includes classroom safety, and outdoor safety, as well as all common areas. These monthly checklists are located in the office and are available upon request.

Conferences - COS 2.7b

Your child will have a conference based on their initial assessment 90 days after enrollment or re-enrollment so the family and teacher can touch base on the child's adjustment to our school. Subsequently there will be 2 assessment based conferences a year in September to October AND March to April plus additional screenings and tracking as needed. The sign-up sheets with dates and times will be posted prior to the conference in order for parents to sign up for a time slot. We will also offer assistance to parents that need a translator if we have the staff available. If we do not have staff available, parents are welcome to bring a family friend or someone else in to help with translation or we can utilize outside translation services. We will be discussing the development and growth of each child. Additional conferences will be scheduled should either the family or staff deem them necessary.

Developmental Concerns

Any developmental concerns observed through the course of observations and student interaction will be brought to the leadership team. Leadership and teachers will meet with the family to discuss concerns. We will refer the families to the appropriate agency as well as supporting families through services or classroom plans to help their child grow socially, emotionally, and developmentally.

Confidentiality

This is very important to us. We do not share any information with anyone other than staff unless there is an emergency.

End of the Day

At the end of the day, the closing teacher will have a safety checklist to ensure that all children have been picked up. The teacher will do a walk through of the playground and building and check the sign in/sign-out log screen to see that all children's names have been clocked out for the day. If a child has not been picked up by a parent/guardian or someone on the child's emergency card within 30 minutes of closing, the child will be turned over to either Police or Social Services. The child will be returned to the parent at the discretion of the authorities.

General

- Our center ensures that all classrooms are equipped with a variety of equipment and toys for each child to play with individually and with friends. Because our storage space is limited, we request that children keep personal items at home. However, we do allow for children to bring a blanket and stuffed animal for rest time that will

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remain in a storage bag individually labeled when not in use. All personal belongings must have the child's name written on them, such as extra clothing. We do not allow toys from home. We do not allow children to bring money to school. If there is money that is needed for a special activity, all funds will be collected by the Director from the parent or legal guardian prior to the special activity. **Children's Playland is not responsible for lost items or broken toys.**

- We have a **9:30am drop off policy**. Please have your children in their classroom by 9:30am so that we can have children counted for lunch and staff/ratio coverage. If you have an appointment and will **be late**, please make sure to let us know ahead of time so that we can count your child on attendance for the day.
- Also, after you have picked up and filled out your parent handbook, please set up a 30 minute orientation with the Director to go over paperwork and specific needs of your child and other policies of the center. This will help you and the staff become more settled in with your child(ren) right from the start.
- We appreciate you choosing our facility to love and cherish your child. We will enjoy working with you and your child(ren). Thank you for sharing the most important thing in your life. We hope to enrich their future. Thank you from all of us here at Children's Playland.

We hope that our handbook has familiarized you with the goals of our school and some procedures that we follow. The policies are determined by the governing board of Children's Playland Early Learning Center which consists of the Director of Education and Operation, the Director of Administration, and the Owners.

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Parent Handbook Acknowledgment
Please sign and return

Signing below indicates that I/we have read and understand the policies and agreement and accept the conditions as stated.

Please Print _____

Parent/Guardian Signature_____ Date_____

Please Print_____

Parent/Guardian Signature_____ Date_____