

The Children's Center

722 East Beaver Avenue
Fort Morgan, CO 80701
(970) 542-0731

Policy and Procedure Handbook



2020 – 2021

THE CHILDREN'S CENTER PARENT AND STUDENT HANDBOOK

Table of Contents

Welcome to The Children's Center	4
Mission Statements	5
Purpose and Philosophy	5
Ages of Children Accepted	5
Center's Operating Hours	5
Care on No School Days	6
Closure Dates	6
Inclement/Adverse Weather	6
Admission/Registration.....	7
Fees and Payment Procedures	7
Identifying Where Children Are at All Times	8
Guidance, Positive Instruction, Supporting Positive Behavior	8
Discipline/Guidance	9
Notification and Handling Children's Illnesses, Accidents and Injuries.....	10
Emergencies and Drills.....	10
Lost Children Procedure.....	11
Transportation	12
Field Trips.....	13
Television and Video Viewing	13
Safety Related to Riding in a Vehicle: Seating, Supervision, Emergency Procedure	13
Dropping Off/Picking Up Students.....	14
Emergency Contacts	15
Caring For a Child Who Arrives Late at the Center	15
Storing and Administering Medications	15
Children's Personal Belongings and Money	16
Meals and Snacks.....	16
Diapering and Toilet Training.....	17
Visitors and Volunteers in the Center.....	17
Parent and Staff Conferences	18
Filing a Complaint	18
Reporting Child Abuse	18
Withdrawal from the Program	18
Suspension and Expulsion from The Children's Center or School.....	18
Asbestos Notification	19
Caregiving and Continuity of Care	19
Clothing and Supplies for Infants and Toddlers.....	19
Communication.....	20
Critical Incident Procedures.....	20

Commitments to Excellence	20
Children with Special Needs	20
Daily Schedule and Activities	20
Damages to Program Property	21
Environment for Infant Room.....	21
Food Allergies.....	21
Handbook Agreement.....	21
Health.....	21
Illness Policy	22
Immunization of Students.....	22
Parents Right to Know	22
Parent Portal Instructions.....	23
Playground	23
Referral for Family Services or Support	23
Right to Searches and Possession of Drugs and Alcohol	23
Safe Infant Sleep Policy.....	23
School/Parent Policy Compact (Title 1)	25
Screenings and Assessments and Referrals.....	25
Weapons in School.....	26
Web Site.....	26

Welcome to The Children's Center

The Children's Center has been a proud part of the Morgan County School District Re-3 since 1989. Our child care program was started with the goal of providing a loving and caring place for children outside of school hours. Over the years we have grown into a full time facility providing child care for children from 6 weeks to 12 years old.

The staff members at The Children's Center are constantly endeavoring to provide high quality programs. We offer endless opportunities to learn and thrive in an enriched and supportive environment.

The children in our care are given educational and social experiences that encourage them to explore, experiment, and embrace new skills while building on existing ones for lifelong success.

Thank you for allowing The Children's Center to be a part of this special time in your child's life.

Caring for Kids,

Esther Cooley

Director

Mission Statements

The mission of Morgan County School District Re-3 is to inspire creative thinking, high achievement, and lifelong learning.

The mission of **The Children’s Center** is to provide a safe and caring environment that enriches children’s lives through educational experiences offered in a quality childcare program.

Purpose and Philosophy

The Children’s Center believes in providing a safe, loving, fun and caring environment for all children to flourish and reach their full potential. Our goal is to provide quality and affordable childcare, enrichment activities and recreational experiences to help children grow and develop during their early childhood years. Our purpose is to guide and safeguard children, and to provide a program that meets fundamental needs for growth and development common to all children.

The Children’s Center does not discriminate based on race, color, national origin, religion, sexual identity or disability.

All policies and procedures established by the school district will continue to apply at **The Children’s Center**.

Ages of Children Accepted

The Children’s Center accepts children 6 months old to twelve years old and has a license capacity of 139 children.

We offer the following program options for families in our community.

	Age	Option
Infant Care	6 weeks to 12 months	Full Day
Toddler Care	12 months to 36 months	Full Day
Pre K Care 1	2 ½ to 4 years	Full Day
Pre K Care 2	4 to 6 years	Half Day
After School Care	4 to 12 years	3:00-5:30 p.m. Monday through Friday
Summer Care	4 to 12 Years	Full Time and Part Time Options Available

Please note that if applicable when a child’s age qualifies for promotion to another room for care, the decision will be made by the family, child’s teacher and program director.

Center’s Operating Hours

The Children’s Center is open on all Morgan County School District Re-3 days from 7:30 am to 4:30/5:30 pm. When the schools are closed parts of the program will remain open for care.

Care on No School Days

The Children's Center also provides care on most of the days that school is not in session. Families are encouraged to sign-up for care ahead of time. Please refer to Fees for more information on costs.

Closure Dates

The Children's Center will operate when Morgan County School District Re-3 is in session and during most no school days and school breaks.

The Children's Center will be closed on the following holidays:

- * New Year's Eve
- * New Year's Day
- * Good Friday
- * Memorial Day
- * Fourth of July
- * Labor Day
- * Thanksgiving Day, and the Friday after Thanksgiving Day
- * Christmas Eve and Christmas Day

If the holiday falls on a weekend, The Children's Center will designate another day for closure. Advanced notice of additional or early closures will be given to families and an Open and Close Schedule annually. **The Children's Center will be CLOSED on district SNOW DAYS.**

During After School Care, if early dismissal is activated, children will be bused from their school to The Children's Center. **Families are asked to *please call both* The Children's Center *and the child's school if other care plans are made.***

The Children's Center reserves the right to close for the day when attendance falls below 15 children.

No child will be allowed to walk to The Children's Center from school or walk home from The Children's Center.

Inclement/Adverse Weather

Children will play outside every day, weather permitting. Please make sure your child is dressed appropriately for the weather every day. When the temperature is 30° F or below or reaches 100° F the children will remain inside for recreational activities.

Please also see District Policy information in the back of the book.

Admission/Registration

Registration forms are available at **The Children's Center** and online. Registration is limited to license capacity. Once applications have been updated, they will be available throughout the year for all program options and in February for summer care. Please note that limited part time care is available during the summer session. The number of spaces available in the summer is 100 full time students and 25 part time students. Registration is offered on a first come first served basis. Once the program is at license capacity, a waiting list will be kept in order to accommodate families in a fair and timely manner.

Student parents must be currently enrolled in Morgan County School District Re-3 to register their child for care at **The Children's Center**.

The Children's Center meets all ADA regulations and is an inclusive early learning and childcare center.

Please submit completed registrations to:

The Children's Center

722 East Beaver Avenue

300 Sherman Street (Mailing Address)

Fort Morgan, CO 80701

Fees and Payment Procedures

We request that parents pay all fees for care with a check or money order. There is a \$50 registration fee per application per child and it is ***non-refundable***. Infant Care, Toddler Care and Pre K Care are billed at a flat weekly rate. After School Care is billed on a monthly rate. Summer care is billed at a weekly rate according to enrollment option.

*Please note that all program options are charged a Retaining Fee during breaks from care. **The Children's Center** accepts Child Care Assistance Program (CCAP) through The Colorado Department of Human Services. Families are encouraged to apply for CCAP whenever they believe their family might qualify for services. Please note that it is the parent's responsibility to approve attendance in Attendance Tracking System (ATS) for DHS. **If approvals are not completed and approved, it will be the parent/guardian's responsibility to pay the full balance.***

Fees are due and payable as per the payment contract signed by each parent. ***ANY CLIENT THAT GETS THREE (3) DAYS BEHIND IN PAYING FEES WILL BE DENIED SERVICES UNTIL ALL FEES ARE PAID IN FULL.***

An additional \$25.00 will be charged for all checks returned due to insufficient funds. Additionally a client who has a check returned due to insufficient funds will have to make all further payments in cash or money order.

Please be advised that accounts turned into collections will no longer be eligible for care at The Children’s Center.

	Age	Option	Fee
Infant Care	6 weeks to 12 months	Full Time	\$200 Weekly
Toddler Care	12 months to 36 months	Full Time	\$200 Weekly
Pre K Care 1	2 ½ to 4 years	Full Time up to 40 hours weekly	\$150 Weekly
Pre K Care 2	4 to 6 years	Half Time up to 20 hours weekly	\$75 Weekly
After School Care	4 to 12 years	3:00-5:30 p.m. Monday - Friday	\$150 Monthly
Summer Care	4 to 12 Years	Full Time and Part Time	Full-Time \$120 Weekly Part-Time \$60 Weekly
No School Days	4 to 12 Yeas	No School Days (<i>billed separate from other options</i>)	\$50 per day

Note: The following fees may also be applied

- **No Show Fee - \$15.00, this fee will occur if a client signs up for a *No School Day* and does not attend.**
- **Retaining Fee - \$50 weekly/monthly depending on program option.**
- **Late Departure Fee - \$10.00 per day per child.**

Identifying Where Children Are at All Times

Every child is signed in and out every day. The person dropping off or picking up a child must sign and date the sign in/out log for every child he/she is picking up every day. When children arrive, the classroom teacher and program Director document their attendance. At various times throughout the day children are counted, especially during transitions. Whiteboards are posted outside the classroom doors to inform where children are when not in their classroom.

Staff and children are scheduled into different activity areas throughout the day. Since children leave at different times, staff keep track of children in their care on an attendance sheet. They mark the children’s departure being sure that all children have safely left **The Children’s Center** by the end of the day. Staff use radios to communicate where children are at all times. If a child asks to use the restroom, the teacher in that classroom calls it over the radio as a “code blue” for that child. This way, all staff know that a child is using the restroom and can keep an eye on him or her if they take longer than expected.

Guidance, Positive Instruction, Supporting Positive Behavior

The Children’s Center will:

1. **Cultivate positive child, staff and family relationships:** Each teacher at **The Children’s Center** has been trained on positive teaching practices that ensure each child’s behavior is guided in a positive manner. We continuously incorporate our families through daily communications regarding their children and encourage family involvement to ensure their children are being guided in a positive direction.
2. **Create and maintain a socially and emotionally respectful early learning and care environment:** All of our teachers encourage positive interactions with each child

through demonstration and teaching that allow children to learn and be capable of respecting others socially and emotionally.

- 3. Implement 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 re-direct 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.
- 4. Provide individualized social and emotional intervention supports for children. Including methods for understanding children's behavior and developing and implementing team based positive behavior support to prevent suspensions and expulsions:** *The Children's Center* believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive support plans for each child. This reduces challenging behaviors and may help to prevent suspensions and expulsions.
- 5. Access and early childhood mental health consultant or specialist as needed:** At *The Children's Center* we continuously strive to strengthen our relationships with our children and their family. While working with our families we strive to provide each child with specialized care within our classrooms. When the situation arises that a child's needs are too difficult to address in the classroom we will give families information about an Early Childhood Mental Health Specialist to support their child in all environments.

Discipline/Guidance

All children are learning to be responsible for their behavior. Appropriate behavior is expected and will be positively reinforced by all staff. Staff are responsible for children's discipline in and out of the classroom with the goal of helping children gain self-control. Our classroom environments encourage appropriate behavior and help children learn social skills. The rooms are filled with a wide range of activities that are age and child appropriate and that will interest and channel behavior constructively. Our Early Childhood Teachers are trained to observe and recognize signs of an impending crisis, to redirect children before problems arise, to reinforce positive behavior whenever possible, to encourage pro-social behavior, setting limits, help children learn problem solving skills and natural or logical consequences as well as knowing when it is appropriate to remove child from a situation.

The following actions are not acceptable by staff or volunteers in any classroom:

- Physical mistreatment of any kind.
- Frightening or threatening a child.

- Humiliating, degrading, ridiculing or yelling at a child.

The staff will utilize a system of progressive discipline when inappropriate behavior is involved. The consequences will range from a verbal warning to expulsion from **The Children's Center**. Parents will be informed of serious discipline concerns and will be involved in the writing of a discipline plan when appropriate.

The Code of Conduct and Violent and Aggressive Behavior (file: JICDD) for all Morgan County School District Re-3 students is enforced at **The Children's Center**.

Notification and Handling Children's Illnesses, Accidents and Injuries

When a child is injured or has a minor accident while in the program, staff will first administer first aid. Children who become ill while attending childcare will be sent home. Parents will be notified immediately and will be expected to pick up the child promptly. An ill or injured child may not stay at The Children's Center. Children who are ill or have been sent home by a school nurse will not be accepted into care at The Children's Center that day. All communicable illnesses will be reported to the local health department pursuant to the Colorado State Department of Public Health and Environment.

In case of an emergency, 911 will be called and the child will be taken to the closest emergency room at Colorado Plains Medical Center, 1000 Lincoln Street, Fort Morgan.

The following is the order of notifications and reports:

1. Emergency Services will be notified
2. Families will be notified
3. Morgan County School District Re-3 Accident Report will be completed
4. The Department of Human Services Accident Report will be completed

Emergencies and Drills

Children are educated on steps to follow in case of a fire, tornado or other emergency and they participate in drills throughout the school year. The fire drill exit procedures are posted in each room. Tornado drills will be held monthly March thru October. A record of all drills is kept at the center. **The Children's Center** also practices lock down, reverse evacuation, and shelter in place drills.

We adhere to all Emergency Response Procedures instituted by Morgan County School District Re-3. Guidelines about the procedures used are available in each classroom and the office. All staff are trained using Emergency Response Procedures annually.

FIRE PROCEDURES

Fire exit directions are posted in each classroom. In case of an actual fire or drill children and teachers will follow these steps:

- Teachers and children will follow their fire exit route.
- Teachers and children will walk normally and quietly while exiting the building.
- Program staff will close all doors and check classrooms and bathrooms for children.
- Once outside, teachers and children will stand quietly in their designated area.
- Teachers and children will re-enter the building in a calm and orderly manner when directed to do so by the building administration.

TORNADO EMERGENCY PROCEDURES

Children practice tornado drills monthly. Tornado procedures are posted in each classroom. In the event of a tornado, classroom staff will be notified over the P.A. (public address) system and they, along with the children will follow these steps:

- Teachers and children will proceed into the hallways where they sit against the wall.
- If teachers and children are outside when a warning is signaled, the teachers will immediately bring the children inside to the nearest hall and have the children sit against the wall.

Lost Children Procedure

The plan of action in the case of a lost or missing child from **The Children's Center** premises will include the following:

- 1) The staff member in charge of the missing child will notify the office immediately.
- 2) A quick check of the premises will be done immediately by staff not supervising children.
- 3) The parents or guardians will be notified immediately.
- 4) Prompt action will be taken to notify the local authorities (police, etc.) immediately.
- 5) The Morgan County School District Re-3 District Support Center will be notified immediately following the notification of parents and local authorities.
- 6) **The Children's Center** will submit a lost child written report to the local authorities and will contact the Colorado Department of Human Services within twenty four hours of an incident.

A LOST CHILD ON A FIELD TRIP

The plan of action to follow in the case of a lost or missing child on a field trip will include the following:

- 1) A master list of the students leaving **The Children's Center** will be made with a list being left at **The Children's Center** and one carried with the supervisor in charge of the field trip.
- 2) Each group leader will be assigned a specific number of children. They will carry a list of the students in their charge at all times.
- 3) Each group leader will make frequent periodic checks to confirm that all of the children are with them.
- 4) If a child becomes lost the group leader will notify the supervisor in charge. A quick check of the premises will be done immediately by staff not supervising the children.
- 5) The supervisor will immediately contact the local authorities available (such as tour guides, security guards, etc.) for immediate help in locating the child.
- 6) After a plan has been put into action in trying to locate the lost child, the supervisor will immediately check the safety of the rest of the children.
- 7) The supervisor in charge of the field trip will immediately notify **The Children's Center** office so parents or guardians and Morgan County School District Re-3 authorities are notified.
- 8) If the field trip is terminated before the child is found, the Director will remain at the site until the parents/guardians arrive. The other staff members and children will return with the bus to **The Children's Center**.
- 9) **The Children's Center** will submit a lost child written report to the local authorities and will contact the Colorado Department of Human Services within twenty four hours of an incident.
- 10) Any child who arrives after a group has left for a field trip or excursion will remain at **The Children's Center**. The child can be taken to the event by a parent. A staff member may transport children to events if they are preapproved by the Transportation Director and there is district vehicle availability. No child will be left unattended.

Transportation

Families participating in Infant Care, Toddler Care and Pre K Care programs will transport their children to **The Children's Center**. Children participating in After School Care coming from Morgan County School District Re-3 schools will be bused to **The Children's Center** immediately following afternoon dismissal. **Please note that there is no bus transportation offered during school breaks or on district no school days. Parents must provide their own transportation during these times.**

Field Trips

Children may have the opportunity to go on field trips throughout the year. Please note that other fees may apply for field trip expenses.

Field trips provide opportunities for hands on experiences and extended learning. Children will be supervised by staff at all times during field trips and child-staff ratio will be maintained according to regulations. If children attending the field trip require routine medications during the field trip or have special health needs, a staff member with current medication administration training and delegation will be present on the field trip.

Television and Video Viewing

Video viewing will be used and allowed at **The Children's Center** on a limited basis.

- No television, recorded media, computer, tablet and media devices will be used during meals or snack time and will be limited to no more than 30 minutes per week.
- On special occasions, 30 minutes may be exceeded with permission from the director.
- Content of all material will be previewed by a staff member and screened for explicit language or topics. Movies viewed are rated either G or PG.
- Computer and tablet devices must not exceed 30 minutes per day.
- Parents or guardians must give permission for television and video viewing.
- **Children under two years old will not be exposed to any screen time.**

Safety Related to Riding in a Vehicle: Seating, Supervision, Emergency Procedure

Morgan County School District Re-3 provides bus transportation to **The Children's Center** from all Morgan County School District Re-3 schools each afternoon for After School Care. When a child misses the bus that transports them to **The Children's Center** the school staff will contact **The Children's Center** to let them know that the student is at the school. **The Children's Center** will then call the parent. The parent will be responsible to pick up the child and transport them to **The Children's Center**.

When children are transported in a school vehicle other than a school bus, each child must use a seat belt and proper safety restraint. Children are to be instructed on safety in the case of an emergency or accident. Children must remain seated while the vehicle is in motion. All transportation staff are tested and certified through the Transportation Director of Morgan County School District Re-3.

During bus transportation it is expected that all children follow the bus rules and regulations (File: JLCC). Children who are given citations from the bus driver will have their parents contacted and could be suspended from bus services. If the bus services are suspended due to behavior issues, parents will have to transport their child to **The Children's Center** until a resolution is reached. Please refer to policy (File: EEAEC).

The Children's Center will transport children participating in activities during the summer. The Children's Center charge to transport is \$5.00 per activity trip. When children are transported to and from activities, care charges continue throughout the time of the activity.

In the event of an emergency or emergency drill, the children will be kept calm and the driver will notify the bus garage of the emergency situation. The bus garage will notify the Program Director. Staff will remain and supervise children during the emergency or emergency drill and instruct children on safety steps to follow.

Dropping Off/Picking Up Students

Keeping children safe at all times while they are in the program is a priority among our staff. We require that all families sign their children in and out of the program on the sign in/out book or computer. Families may list alternate adults that have permission to pick up their child on the registration form. This form includes the names, phone numbers and addresses of those individuals the parent(s)/guardian(s) authorize to pick their child up from school. Please keep in mind the following:

- **If an individual's name is not on the list, the child will not be released to that person.**
- *All persons picking up a child must be prepared to show a picture ID every time they are picking up a child, even if they are on the list.*
- No one under the age of 18 will be allowed to pick up a child up from the program.
- If applicable, children will not be released to people listed on a restraining order from the courts.

To make morning transition easier for younger children, we ask parents that when dropping off their child, they make every effort to reassure their child and then say good-bye. It will be easier for the child and it will allow the teacher to comfort and redirect child's attention to the activities of the day.

At the end of the day, staff will check the sign in sheet upon leaving to ensure that all children are gone and signed out.

For After School Care and Pre K Care children will be checked in by a staff member. Children being transported to The Children's Center from private schools will need an adult to enter the building and check them into The Children's Center sign-in book.

During summer, parents are responsible for bringing their child into the center and signing them in/out of the program in the sign-in/out book.

Failure to pick up children from The Children's Center will result in The Department of Human Services and law enforcement being notified and intervening on behalf of the child.

Parents please notify The Children's Center when your child will be absent from the program.

970-542-0731

Emergency Contacts

An emergency contact person listed on registration forms is mandatory. List a person *other than parents* that can assume responsibility for your child in the event of an emergency. ***Please update your child's records if your emergency contact information changes.***

Caring For a Child Who Arrives Late at the Center

When a child arrives late at the center and their group has left the center, a staff member will care for that child until the classroom teacher returns.

Storing and Administering Medications

Any medication that must be given requires written permission from the student's doctor and a parent must sign the Permission for Medication Form file: JLCD-E. This includes prescription and non-prescription medication.

The medication must be brought in an original labeled container and have doctors' orders for the administration of the medication. Medications are stored out of the reach of children in a locked cabinet. Refrigerated medications are stored in a locked box in the refrigerator in the clinic.

Medication will be given at school only if the effectiveness is altered by not giving it during the school day. Schedules can usually be set up so medication can be given at home.

If it becomes necessary for a child to take any form of medication at school, these steps must be followed:

1. Only staff members trained in Medication Administration and given Nurse Consultant Delegation will be allowed to give medication to children at **The Children's Center**.
2. Written authorization from the physician for the school stating the child's name, reason for medication, medication name, dosage, time to be given, length of time of administration and any side effects or reaction to watch for.
3. Written authorization from the parent/guardian.
4. An adult must bring the medication to the center in its original pharmacy labeled container.

5. The medication must also have written orders from the physician and a “Permission for Medication” form signed by a parent/guardian. Any time medication and/or dosage changes throughout the year, all paperwork (written doctor’s orders, permission for medication form and label on the pharmacy bottle) must be updated. Prescriptions must be renewed at the beginning of each year.
6. The Health Manager will keep a medication log of when medication is given.
7. All medication is kept locked up in the Health Manager’s office inaccessible to children.
8. All over-the-counter medication sent to school with the child will not be given and will be kept at the school until an adult picks it up.

Children’s Personal Belongings and Money

For After School Care, children will have a cubby available every day to store their personal belongings. For other program options, the children will have a cubby in their classroom labeled with his/her name. **The Children’s Center** is not responsible for items that are lost or broken at the program. Parents are asked not to send any toys or money with their child unless the teacher requests it. All money brought by children to day care for field trips will be the responsibility of the child.

Meals and Snacks

Breakfast and an afternoon snack will be provided without charge for children who are in attendance that day. Notice will be given the day before if children will be required to bring their own lunch or if lunch will be provided by **The Children’s Center**. All children enrolled in **The Children’s Center** program have the opportunity to apply for free or reduced meals.

Infants eat upon demand. Parents, who have children under the age of one, are asked to provide any food their child may consume throughout the day, formula, cereal, jar food and any kind of snacks. **The Children’s Center** will only provide water to mix with the formula or cereal. Infants are to be held while bottle-feed.

When **The Children’s Center** is using CACFP a formula form needs to be filled out for each infant in our care.

The Children’s Center participates in CACFP a USDA-funded program and is an equal opportunity provider and employer. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

To file a complaint of discrimination, write:
USDA, Director, Office of Civil Rights
Room 326-W, Whitten Building
14th and Independence Avenue
SW Washington DC 20250-9410
Or call: (202) 720-5964

Diapering and Toilet Training

Infants and toddlers diapering is done throughout the day with loving care and reassurance that their needs are being met. When diapering, staff members follow the rules/steps posted by the changing stations. There are many diseases and germs that can be transferred during diaper changes so Standard Precautions are always used at the time of diapering.

The Children's Center believes in partnering with parents to start toilet training. It begins as an agreement between parents and teachers. We provide unique child-size toilet areas to help alleviate fears and insecurities. In order to start toilet training we require that children meet the following:

- Be at least 20 months old
- Be able to pull his or her own pants on and off
- Have the ability to communicate verbally the need to use the bathroom.

Teachers and parents will plan to work together in order to remain consistent between home and childcare. There will be no force involved. Each child will be given the opportunity to go to the toilet, but we understand that it is ultimately the child's decision.

If your child is toilet training, we ask that you provide extra clothes and pull-ups or underwear. If you choose to use cloth diapers, the diaper must have an absorbent lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Staff will change both, the diaper and the outer covering as one unit and bag and send it home for parents to wash.

Visitors and Volunteers in the Center

Visitors and volunteers are welcomed and encouraged to be a part of The Children's Center program. They must check in and out at the office before proceeding to the classroom and before leaving the building.

If a visitor is going to the infant room, they must wear booties and a smock. We also require frequent handwashing throughout their visit, especially before and after transitions.

Visitors and Volunteers will not be left alone with the children at any time.

Volunteer responsibilities:

- Participate in day care activities on a regular basis
- Be aware of and follow rules and regulations of The Children's Center.

- Receive training regarding expectations of volunteers.
- Work directly under the supervision of a trained staff member.
- All volunteers must complete background investigations to CBI and TRAILS at their own expense.
- Must complete Mandatory Reporter Training of Child Abuse and Neglect.

Parent and Staff Conferences

Parent and staff conferences will be held at parent’s request and as needed to discuss child concerns, progress or recommendations.

Filing a Complaint

Complaints may be received by telephone, letter, or personal interview. Complaints received in written form or statements signed by the complainant are preferable. Complaints should be given to the director.

At the request of the complainant, the Director shall report back to the complainant about the investigation that has been made.

To file a complaint with DHS about this facility contact:
 Colorado Department of Human Services
 Division of Child Care
 1575 Sherman Street
 Denver Colorado 80203-1714
 Or Call (303) 866-5958 or (800) 799-5876

Reporting Child Abuse

Staff is required by law to report suspected child abuse or neglect. In the event that a report is made, the program will cooperate with the Department of Human Services and the Fort Morgan Police Department. To report suspected abuse or neglect of any child, call Child Abuse and Neglect hotline at 1-844-CO-4-KIDS (1-844-264-5437).

Also please see District Policy information in the back of the book.

Withdrawal from the Program

A two-week notice is required when withdrawing from **The Children’s Center**. Also, a two-week notice will be given to families if **The Children’s Center** can no longer offer care to their children.

Suspension and Expulsion from The Children’s Center or School

Suspensions and expulsions can be utilized in cases of severe, chronic and dangerous misbehavior. Please refer to policy (File: JKD/JKE) If a child is suspended or expelled from school they may not attend **The Children’s Center**.

Program staff are trained and work to identify the social, emotional and developmental needs of each child. However there are times when a child may need additional care that our staff are not able to provide. If we feel that a child's behavior endangers the safety of other children, we will notify the family and begin with a conference. We will work together to develop and plan of action. During that time if a child is a danger to themselves or others we may choose to suspend the child from care. Please refer to the Discipline Policy and Procedure on Guidance, Positive Instruction, Supporting Positive Behavior, Discipline and Consequences in this handbook for the steps taken by our staff to work with children who are displaying challenging behavior. It is only as a last resort that we would ask to remove the child from care at **The Children's Center**.

Asbestos Notification

To comply with the EPA AHERA regulations, Morgan County School District Re-3, must notify all students, staff, and patrons that all schools have been inspected and that there are Management Plans available for inspection. These plans are available at the Maintenance Office, 1301 East Riverview Avenue. Any remaining asbestos in schools is in good shape and poses no danger. The district maintains periodic inspections every six months to comply with the regulations.

Caregiving and Continuity of Care

Children enrolled at **The Children's Center** will be assigned to a specific classroom and teaching staff. These staff members will be the child's continuous care providers in support of the formation of a strong emotional bond between child and adult. Every effort will be made to maintain continuity for each child in our care.

Clothing and Supplies for Infants and Toddlers

Please send a complete change of clothes, socks and jacket for your child to be kept at **The Children's Center**. Parents are ~~also~~ responsible for providing the following items as needed:

- Diapers
- Wipes
- Bottles
- Formula
- Diaper Cream
- Sunscreen
- Blanket

All children's belongings should be labeled with the child's first and last name.

Please make sure your child wears shoes daily.

Communication

Weekly newsletters are posted and emailed to families. The Infant and Toddler rooms have a parent board. The teachers update information and communicate special events on this board. In addition, each teacher fills out a 'Daily Communication Sheet' to inform families about their child's daily activities. Please feel free to communicate questions or concerns regarding your child to your child's teacher and or the director.

Critical Incident Procedures

In the event of a safety/security threat inside or outside the building, the Fort Morgan Police Department has assisted the school in establishing safety procedures. Children will be taken to secure areas until the school office is notified by the police department that everything is safe. The safety procedures are practiced each year. In the event of a safety or security threat, please do not call the school or attempt to pick up your children.

Commitments to Excellence

Please see District Policy information in the back of the book.

Children with Special Needs

The Children's Center accepts children with special needs and different abilities. Children with unique physical and mental abilities are accepted as long as there is not a need to provide one on one service for the child during the entire time the child is at The Children's Center. Before a child with special needs is admitted to The Children's Center, the parents or guardians are required to meet with the director and provide a complete background explaining the child's condition and needs/accommodations that need to be provided. This must be done before the child can be accepted for care into the program.

Daily Schedule and Activities

At The Children's Center, we strive to provide a nurturing, healthy and comforting environment where children can be happy, healthy and well adjusted. Every room's schedule and environment is designed to help children develop a positive self-esteem.

Children are involved in many different activities throughout the day suitable for their developmental level on a group and individual basis. Activities provided include arts, crafts, music and movement along with other unstructured and structured play or activities. Enrichment activities are designed to enhance their physical, emotional, cognitive, social and physical development. They are planned based on children's interest and are structured and supervised. All children are encouraged to participate within their abilities. A daily schedule and monthly newsletter is printed to inform parents of the activities. Students are asked to come to school neat, clean, and dressed appropriately for the season and childcare setting. The district policy (File: JICA) regarding dress code is enforced while students are attending The Children's Center.

Damages to Program Property

The Children's Center provides a variety of toys, manipulatives, supplies, materials, and furniture for children to enjoy learning and playing. We understand that with every day use, wear and tear is expected. For this reason, we take great care of all our property and ask that children do the same. We expect that children treat program property with care and respect. In the event that a child intentionally destroys or steals program property, parents will be responsible for the cost of the item.

Environment for Infant Room

With infants commonly on the floor we want to provide a clean, safe and healthy environment in the Infant Room. We practice a 'shoe safe shoes and smocks' policy in this room. We ask that parents and staff entering the carpeted area of the infant room please slip a pair of shoe covers over their shoes and wear a smock over their clothes.

Food Allergies

The Children's Center must be notified in writing of any food allergies a child may have. All medical documentation must be submitted before the child begins attendance in the program. Please see (File: JLCDA) for further information.

Handbook Agreement

The Children's Center handbook is a reference of policies and procedures designed to provide families important and updated information about our program. The handbook is updated annually and is approved by the Morgan County School District Re-3 Board of Education. Any time there is an update, it will be presented to the Board and, once approved, families will receive the updated version of the handbook.

When registering for care, each family will be sent an electronic version of The Children's Center handbook. It will also be available online on the program's website. Families are required to sign that they received and understand the parent handbook.

Health

To further maintain health in our environment, teachers spray down the classroom with a sanitizing or disinfecting solution every night. Toys are sanitized and disinfected once a week and stuffed animals and bedding are washed weekly or more often when needed. The children's cots are washed down daily with a disinfecting solution after nap time. The walls, sinks, tables, bathrooms, cribs, highchairs, cubbies and other furniture are constantly maintained and washed.

Before a child can start care, a Health Form must be signed by a doctor and returned to the center. Once a child is enrolled, this form will be renewed annually.

The Health Status Form, Immunization Form, and Over the counter Medication Form must also be updated as directed by your physician.

Illness Policy

For the health and safety of children and staff, we ask that parents keep their child at home if they do not feel well enough to participate in normal activities, need more care than staff can provide or have any of the symptoms listed below:

1. Fever over 100
2. Vomiting
3. Diarrhea
4. Flu symptoms
5. Coughing (severe)
6. Rash with Fever
7. Chicken Pox
8. Pink Eye (until treated)
9. Head Lice (until treated)
10. Hepatitis A
11. Impetigo
12. Ringworm
13. Roseola
14. RSV (until Doctor approved return)
15. Strep Throat
16. Vaccine Preventable Diseases (until Doctor approved return)

If your child is sent home, they must be symptom free for 24 hours, on antibiotics or have a Doctor's approval before returning to The Children's Center.

In order to mitigate the spread of lice, the Program Director has the option of sending home any child with live lice for initial treatment. Children with nits only may remain in childcare as long as parents are actively combing out and treating the nits.

Immunization of Students

Before your child begins care at **The Children's Center**, you must provide your child's immunization record. If you cannot provide a copy, inform program staff so we can try to access immunizations from the Colorado State Immunization site called CIIS. **The Children's Center** is required to have an immunization or exemption record kept in file at the center. If your child needs immunizations, you will be notified to get them before your child can return to childcare. Parents may also file an exemption form on the CIIS website. The Immunization Record must be updated according to the age requirements of your child as stipulated by the Health Department.

Staff members who handle or process immunizations are trained annually on immunization courses through the Colorado Department of Public Health and Environment.

Parents Right to Know

Please see District Policy information in the back of the book.

Parent Portal Instructions

Please see District Policy information in the back of the book.

Playground

The playground areas at **The Children's Center** are used to help children develop their gross motor skills and experience nature. Every class has scheduled playground time daily. If they cannot play outside due to weather restrictions or hazards, gross motor activities will be provided indoors. All structures, equipment and environments are checked for safety daily. All indoor equipment also meets safety standards.

Referral for Family Services or Support

If a family member expresses that they may be in need of additional support services (mental health, health, developmental, education or any other support services) to a staff person will forward this information to the Director. The Program Director will provide contact information to the family, meet with the family or call the service provider directly, depending on the nature of the support needed. **The Children's Center** works to provide outside resources for parents, these resources include but are not limited to Nurse Family Partnership, Colorado Plans Medical Center, SARA House, and the Caring Pregnancy Center.

Right to Searches and Possession of Drugs and Alcohol

It is unlikely that there will be a need to search a student. However, in the event of the necessity to do so, we will be guided by Morgan County School District Re-3 School Board Policy (File: JIH). The use, possession, distribution, or sale of drugs and alcohol by students is prohibited by Board of Education Policy (File: JICH and JICH-R). All Morgan County School District Re-3 facilities are smoke-free environments.

Safe Infant Sleep Policy

Safe Infant Sleep in Child Care

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

Sleep Position

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.
- Infants **will not be placed** on their side for sleep.

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

Sleep Environment

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

Supervision

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants every 15 minutes.
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and development.

Training

All staff, substitute staff, parents, and volunteers at **The Children's Center** will be trained on safe sleep policies and practices.

Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.

Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual's file.

All staff and substitutes at **The Children's Center** will be trained in first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

When the Policy Applies

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep at **The Children's Center**.

Communication Plan for Staff and Parents

Parents will review this policy when they enroll their child in **The Children's Center** and a copy will be provided in the parent handbook and a paper copy will be available at parent's request. Parents are highly encouraged to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in childcare as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

Any individual who has questions regarding this policy may ask Program Contact: Esther Cooley, Program Director for **The Children's Center**.

School/Parent Policy Compact (Title 1)

Please see District Policy information in the back of the book.

Screenings and Assessments and Referrals

Staff will conduct various screenings and assessments of children while enrolled.

Possible assessments may include:

- Dental Screenings
- Vision Screening
- Hearing Screening
- Ages and Stages Questionnaire
- Informal Classroom Assessments
- Teaching Strategies Gold Assessments

Based on the screening results referrals for appropriate services will be made.

Weapons in School

The Morgan County School District Re-3 policy regarding weapons at school (File: JIC) Weapons, or other object being used as weapons, will not be tolerated. Students disregarding these policies will be subject to suspension and/or expulsion from school.

This policy will be enforced year round while children are attending **The Children's Center**.

Web Site

The Morgan County School District Re-3 website can be found at www.morgan.k12.co.us. **The Children's Center** icon is in the upper right corner on the home page. This area on the web site is available for registration and program information. Also on this website all Morgan County School District Re-3 policies can be accessed and reviewed.