

Little Red School House

Family Handbook 2016



**The Little Red School House
4598 Owl Creek Road
PO Box 6385
Snowmass Village, Colorado 81615
Office/Toddler Center Telephone (970) 923-5020
Preschool Telephone (970) 923-3756**

Tax ID 84-0766361



WELCOME

Dear Family,

The Little Red School House provides exceptional learning opportunities in a nurturing and safe environment. Our mission is to instill in our children the value and wonder of lifelong learning and creative expression. The involvement of family and community is integral to the success of our mission.

Our philosophy is rooted in the belief that children learn individually through play and exploration. The Little Red School House focuses on all areas of each child's development: social, emotional, physical, and cognitive.

We believe that every child deserves the opportunity to learn, love, and laugh in a nurturing, enriching, and educational environment; and that positive childhood experiences in the formative years create confident, genuine people who impact and inspire our society.

Our goals are as follows:

1. To continue to be a leading provider of high quality, early childhood education.
2. To act as an advocate for early childhood education and serve as a reliable source for related information.
3. To serve as a catalyst for building and community.
4. To ensure the achievement of these goals by maintaining the financial and administrative stability of the institution.

Because Little Red School House is a non-profit organization, we need the support of both our community and our parents to make our program a success. We are providing this handbook for your review so you better understand our goals, our environment, and your role in insuring that we work towards achieving these goals.

Thank you for choosing **Little Red School House**. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Robin Sinclair
Director
970-923-5020
Little Red School House

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ABOUT US

Philosophy

Children learn individually through play and exploration. The Little Red School House focuses on all areas of each child's development: social, emotional, physical, and cognitive. Young children learn by manipulating and actively participating in their environment, through exploration and by repetition. Activity Centers are comprised of many interest areas, each equipped with age appropriate materials designed to focus on different areas of development, such as social, emotional, physical, and cognitive. The Little Red School House focuses on and strives for education of the "Whole Child".

Mission

Little Red School House provides exceptional learning opportunities in a nurturing and safe environment that instills in our children the value and wonder of lifelong learning and creative expression. The involvement of family and community is integral to the success of our mission.

Vision

Little Red School House believes that every child deserves the opportunity to learn, love, and laugh in a nurturing, enriching, and educational environment; and that positive childhood experiences in the formative years create confident, genuine people who impact and inspire our society.

Goals

1. To continue to be a leading provider of high quality, early childhood education.
2. To act as an advocate for early childhood education and serve as a reliable source for related information.
3. To serve as a catalyst for building a community.
4. To ensure the achievement of these goals by maintaining the financial and administrative stability of the institution.

Certification

Colorado State Permanent Child Care license-46707

State of Colorado lead teacher and director certifications

3 Star Colorado Shines Rating

Ages of Children Accepted

Our childcare is licensed for the toddler center to accept children ages one year until three years and the preschool center to accept children two and half year until 7 years.

Hours of Operation

Child care services are provided from 7:45 AM to 5:15 PM Monday through Friday.

Holidays

We are closed for the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day, and New Year's Eve. We are also closed for the Pitkin County teacher in-service day in October and three teacher work days.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance. Enrollment in Little Red School House may be 2 to 5 days per week dependent on space availability in a given class. Enrollment is for the same days each week. Requests for changes to enrollment must be made in writing to the Director, and are subject to availability.

An enrollment fee of \$35 is due at the time of enrollment. This fee is non-refundable. A refundable deposit of \$250 is also due at the time of enrollment and will be refunded with notice of 30 days from your child's last day to the Director and tuition account is current.

Upon enrolling in our program, we ask that the parent and child visit the school on at least one occasion to meet the teachers and familiarize themselves with the classroom and procedures. Parents are welcome to visit the classroom on more than one occasion prior to their child's start date if they so choose.

On the child's start date, we ask that parents bring all of the requested items so their child is properly prepared for school. A teacher will meet with the parent to show them the cubbies, nap area, lunch area, and answer any questions they may have. The teacher will bring the child into the room. The best way to say goodbye to your child is inform them you are leaving, that you will come back, say goodbye, and promptly leave. We understand that the beginning of a child's transition to daycare can be difficult for parents, and encourage phone calls from parents to check in during the day.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Inclusion

Little Red School House believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At Little Red School House equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum.

All caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Little Red School House.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following state standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
1-3 year olds	5 to 1	10
3-6 year olds	10 to 1	20

Although the state sets these standards, Little Red School House tries to keep these numbers even lower with the help of a part-time teacher.

Communication & Family Partnership

Daily Communications. Daily emails from center staff will keep you informed about your child’s activities and experiences at the center.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Parent Resource Library. Our parent resource library provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development. This is located in the hallway in front of Director’s office.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child.

Family Events. Family events are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child’s learning experience and connect with other families.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Complaints. If a family suspects a licensing violation by Little Red School House, they may file a complaint with the Colorado Department of Human Services, Division of Child Care. The Division of Child Care handles all complaints regarding licensing rules and regulations. Their contact information is:

Colorado Department of Human Services, Division of Child Care
1575 Sherman St., Denver, CO 80203
Tel: (303) 866-3755 Fax: 303.866.4453

Publicity

Unless the family indicates that they do NOT want their child to participate, we will use pictures in our emails, as well as on our website and Facebook.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Copies of daily schedules are posted in each classroom, monthly calendars will be emailed.

Outings & Field Trips

Outings and field trips will be conducted occasionally for both the toddlers and preschoolers. On all such occasions, staff shall be responsible for the supervision of the children. All transportation will be provided by the Town of Snowmass Village shuttles. Should a parent arrive late to the center and their child's class is away from the center on a field trip or excursion, the parent is responsible for the care of the child until the class returns from the field trip or excursion. Parents shall be informed in advance when a field trip or excursion is scheduled.

Weather permitting; we conduct supervised walking trips around the community. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips. Upon sign in on the date of the supervised field trip, the computer will prompt you for a confirmation that your child is permitted to attend the field trip. This confirmation will serve as a permission slip and will be required for each field trip.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child. The safety of children and staff will be guarded in all activities of child care programs.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center. Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition from toddler to preschool. Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new building.

Transition to elementary school. Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Television Time

Our normal daily routine does not include television watching, but from time-to-time, we may record a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than an hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Our goal is to strive for presentation of a variety of cultural traditions, keeping in mind the diversity of our children. Learning about diverse customs and celebrations is meant to promote cultural understanding. Classroom activities associated with holidays or festivals are intended to be appropriate to the learning situation, the age and background of the students involved, and to serve the goals of respect for diversity and inclusiveness.

Rest Time

After lunch, all children less than 7 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities after their required rest time.

The school will provide a mat for each child to sleep on. It is the parent's responsibility to provide a sheet to cover the mat, and a blanket for their child. Only ONE soft item conducive to nap should be brought in from home. The items, marked with your child's name, are to be placed in the appropriate bin in each Center. These items will be brought out for nap.

Diapering

Children requiring diapers will be checked for wetness or feces at least every two hours, or whenever the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. The child shall be changed when found to be wet or soiled. A diaper changing station or changing area shall be provided and located separate from any food preparation, storage or serving area and will comply with Colorado Department of Health and Environment Rules and Regulations Governing the Health and Sanitation of Child Care Facilities.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE

The policy on discipline is a Colorado Child Care Licensing rule and regulation.

General Procedure

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, of property, and to learn to understand the results of their actions.

Acts of Aggression and Fighting

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 of the children.

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 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 by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is 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.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to 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.

TUITION AND FEES

The current year tuition page will be provided.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Enrollment Agreement*.

Vacation Days and Absences

In order to accommodate family vacation times and/or absence due to illness or family need, each family will be granted a financial credit for two equivalent weeks of time for personal time. As such, if you are a 3 day a week family at Little Red, you will be given credit for 6 days. If you are a full time 5 day a week family, you will be given credit for 10 days. These days will be automatically deducted from each family's annual tuition rate.

This offers an increased cost savings to our families by giving two equivalent weeks of tuition free days for any leave: medical, personal, or otherwise.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence.

1 st Violation	Written Warning
2 nd Violation	\$5.00 fine for tardiness of less than 10 minutes, and an additional \$5.00 fine per minute thereafter.
3 rd Violation	\$50.00 fine for tardiness of less than 10 minutes, and an additional \$10.00 fine per minute thereafter.
4 th Violation	\$100.00 fine for tardiness of less than 10 minutes, and an additional \$10.00 fine per minute thereafter.
ALL OTHERS	conference with the Director and/or the Board regarding continued enrollment.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have

not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local police department.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are placed on your invoice the month after the event.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of 10% will be added to your invoice. If your account has not been paid in full within 15 business days, your child may be discharged from the program.

If payment is more than 30 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Additional Fees Credits

- **Vacation** - to retain your child's spot during vacation, your regular tuition is due. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.
- **Withdrawals** - if a child is suddenly withdrawn from the program without a 4 week written notice of withdrawal, the deposit will be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

ATTENDANCE

Absence/Late Arrival

If your child is going to be absent or arrive after 9:30 AM, please call us at (970)923-5020 or email director@mylittleredschoolhouse.org. We will be concerned about your child if we do not hear from you.

Vacation

Each child is given a certain number of vacation days each calendar year, which is discussed on the tuition form.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

The policy regarding inclement and excessively hot weather is a Colorado Child Care Licensing rule and regulation.

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced by email. We use the Aspen School District's Weather Closures and you can call to check at (970)925-3760 ext 8.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 7:30 AM. Please do not drop-off your child prior to 7:45 to ensure teacher time to get ready for the day. Parents are expected to accompany their children and sign them in.

We close at 5:15 PM. Please arrive no later than 5:00 PM to allow enough time to arrive, sign your child out, and leave by closing time.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local police department.

Obligation to inform Law Enforcement or When we have to inform Police

If we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child, to protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

The procedure concerning children's personal belongings and money is a Colorado Child Care Licensing rule and regulation.

What to Bring

- **Toddlers:** at least 6 diapers per day, daily water bottle, lunch with milk, crib sheet, blankets, sunscreen, hat, and at least two changes of clothes per day. When children are toilet training we ask for more extra clothes daily.
- **Preschoolers:** at least one change of clothes, lunch, crib sheet, blanket, sunscreen, hat, and water bottle.
- **Winter Items:** In the winter please have an extra sweatshirt daily, as well as snowsuit, boots, gloves, and hat.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's first name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the front entry of each building. Please note that we are not responsible for lost personal property.

Toys from Home

Again, we request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. This is to ensure that your child's belongings do not get broken.

NUTRITION

The policy concerning meals and snacks is a Colorado Child Care Licensing rule and regulation.

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.
- Please make sure all items may be served cold as we do not heat up meals for our students.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time the table is set with real plates and flatware, and the food is placed in small bowls from which the children can help themselves. Children are encouraged to serve themselves. Good table manners are modeled and encouraged. Monthly snack menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Little Red School House and our nurse consultant check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than 30 days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date, yearly, and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities
- Illness that results in greater need for care than we can provide
- Fever (above 99F)
- Diarrhea – 3 loose stools during the day, stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – during the previous 24 hours
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Any communicable illness, without a Dr.'s note.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child has a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. (They need to make sure when posting any medical/health information they are in accordance with HIPAA laws) We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act" is a Colorado Child Care Licensing rule and regulation.

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require a note signed by the parent and physician. **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the parent and physician, specifying frequency and dosage to be administered.

Additionally, medications marked as needed will not be dispensed. Parents will be required to fill out a medication form before medication will be administered. This form will be completed by the Director before medication can be administered. These slips will be kept in the child's file after completion. Medication will be kept in a refrigerated, secure container. Children must have been taking the medication for a minimum of 24 hours before it is administered at the school.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments through email.

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 99°F or less than 15°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 50 or below.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter to learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

The policy regarding the reporting of child abuse (see 7.701.5, General Rules for Child Care Facilities - At the time of admission the facility must give the child's parent or guardian information that explains how to report suspected child abuse or child neglect), is a Colorado Child Care Licensing rule and regulation.

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

The procedures for responding to emergencies such as lost children, tornadoes, and fires is a Colorado Child Care Licensing rule and regulation.

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the police will be notified.

Fire Safety

Our center is fully equipped with alarms, lights, and fire extinguishers.

Our fire evacuation plan is reviewed with the children and staff on a regular basis.

Threat Safety

If a "lock down" is necessary because of a predator act or threat, local authorities and emergency personnel will be notified of the situation. No child or adult will be allowed to leave the building without proper guidance by the local authorities, emergency personnel, or legal guardian of a child that provides a picture ID and is listed on the child's Emergency Contact Information sheet.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance

will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Our center policies are reviewed quarterly updated annually or more frequently and are available for review upon request. To view the center policies, please contact the center director.

Parent Participation

As a nonprofit organization, we are dependent on fundraising and grant requests to maintain quality educational programming. Parents are members of this organization and, as such, are responsible, along with the Board of Directors, for fundraising. Planning meetings are scheduled to determine fundraising opportunities and parent attendance and participation is mandatory.

Parent Participation Contribution

In order to ensure a fair distribution of parent participation responsibilities, all parents will be obligated to contribute an annual amount of \$720.00 for the first child and \$250 for each subsequent child, payable no later than 30 days after the enrollment date or to be invoiced monthly with Director approval at a rate of \$60.00 for one child and \$20.83 per subsequent child. This is considered to be a tax-deductible contribution to the school and each family will be given written acknowledgement of this at the end of the year.

Parent Participation Contribution Waivers

In lieu of the annual Parent Participation Contribution amount, parents may choose to fulfill the following obligations:

Solicitation of Donations – For every monetary donation to the school equal to your monthly participation amount, that month's amount will be waived. Rollover amounts are accepted within the same calendar year.

Parent Participation Hours – For every two (2) hours you and/or your spouse, parents, etc. contribute in your child's classroom(s), one month's contribution amount will be waived. Examples include bringing in snack a few times each month, coming in and doing an activity with the children, taking books home to repair, cutting out art projects, taking home laundry, coming in and deep cleaning on the weekend, etc. If you need ideas, check with your child's teacher.

Fundraising Participation – For every fundraising committee you serve on, after the mandatory fundraising obligation is met, one month's contribution amount will be waived.

Board of Directors – Service on the Board of Directors results in a waiver of the \$720.00 annual contribution amount. The amount for each subsequent child is not waived.

Fundraising Events

On an annual basis, Little Red School House undertakes several fundraising events. They include but are not limited to: Snowmass Culinary Festival or other festival hosted by the TOSV, Mardi Gras Bead sales, Balloon Festival, and Pumpkin Patch and Holiday Wreath Sales. Our two major fundraisers are a silent auction held at an event hosted by the TOSV during the summer months and a Mardi Gras Bead Sale in February. Each fundraising event is chaired by

a member of the Board of Directors who will recruit other parents to participate as well as keep the organization informed of progress and areas that need help.

Each family is required to participate in both fundraisers. Prior to each event, a sign up sheet (Google Document) will be circulated via email and posted in each of the classrooms outlining the event tasks and parent requirements. Each family is obligated to fulfill a predetermined amount of sponsors, donations, and silent auction items for the event and to volunteer for a four hour shift the day of the event. A \$200.00 fee will be charged to families that do not fulfill the obligations of soliciting donations, sponsors, and silent auction items. A \$200.00 fee will also be charged to families that do not volunteer for their four hour shift the day of the event. Sign up sheets will be circulated via Google Document for our Annual Mardi Gras Bead Sales in February. Parents are required to work one four hour shift during this fundraiser to help sell beads in Snowmass at either the Village Mall or Base Village. A \$200.00 fee will be charged to families that do not fulfill the obligations of working a four hour shift. In addition, parents may also sell beads on their own time to earn parent participation credit.

Additionally, each family is required to participate in one other fundraising opportunity per year, such as wreath sales or the balloon festival. These are announced throughout the year. Proceeds raised and time worked for these events can be used to offset Participation Contribution requirements. If the family does not participate in one of these additional fundraising events, a \$75 fee will be charged.

Parent Work Days/Mandatory Meetings

Little Red School House requires the attendance of all families at certain occasions throughout the year. This is in addition to the monthly parent participation requirement.

Parent Work Days

Two parent work days are scheduled during each year: one in the spring/early summer and one in the fall. These are opportunities to perform maintenance on the school that cannot otherwise be done. Tasks include preparing the buildings and playgrounds for summer/winter, painting, repairs, landscaping, etc. Participation from at least one member of each family is mandatory. Families that do not attend Parent Work Day will be required to pay a \$75 fee.

Mandatory Fundraising Meeting

Mandatory meetings are scheduled periodically to help plan for upcoming fundraising events. Advance notice will be given of these meeting times, places and subject. One member of each family is required to attend. Families that do not attend mandatory fundraising meetings will be required to pay a \$50 fee.

Annual Meeting

Each September, Little Red School House holds its Annual Meeting of members. Each family is a member of the organization and, as such, obligated to attend. At this meeting we elect the Board of Directors as well as discuss any issues or changes that are crucial to the school. The agenda, ballot and proxy forms are sent to each family at least thirty (30) days in advance of the meeting. One member from each family is required to attend the Annual Meeting. Families that do not attend the Annual Meeting and fail to submit a proxy form to the Director of a Board Member will be required to pay a \$50 fee.

Board of Directors Meetings

Little Red School House Board meetings are held every 2nd Monday of the month. Board meetings are open to anyone wishing to attend. Notice of meetings will be posted one week prior to the meeting and are a great way for parents to learn about the overall organization.

Board of Director's members contact emails are located in each classroom or can be obtained from the Director.

Grievance Procedure for Parents

The following procedure has been put into place to address parent concerns or complaints.

1. Speak with the Lead Teacher in the child's room. If the concern or complaint is with the Lead Teacher or if, after speaking with him/her the situation has not been resolved to satisfaction then...
2. Speak with the Director. If the concern or complaint is with the Director or if, after speaking with him/her the situation has not been resolved to satisfaction then...
3. Speak with a Board member or the entire Board of Directors.

If the parents concern or complaint is regarding any policy or procedure at Little Red School House, the complaint or concern should be taken directly to the Director or to the Board members. The teachers do not create policy, therefore cannot change policy.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

The handbook may be updated from time-to-time, and notice will be provided as updates are completed.

Thank you for your cooperation, and we look forward to getting to know you and your family.

I have received the **Little Red School House Family Handbook**, and reviewed the family handbook with a member of the **Little Red School House** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management any questions I may have regarding any policy, procedure or information contained in the **Little Red School House Family Handbook**.

I have read and agree to the above policies. (This recommended by Colorado Child Care Licensing)

Recipient Signature

Date

Center Staff Signature

Date