

Welcome to The Children's Center at McKay Landing!

We believe that all children should have the opportunity to grow and learn to their fullest potential. We recognize each child as a unique individual with patterns of growth affecting their development.

Our *goals* at The Children's Center are:

For the Child – To provide a chance for children to work cooperatively in an enriched, flexible environment so that they may grow socially, emotionally, intellectually, and physically

For the Family – To provide a supportive role and assist parents/guardians in developing new concepts and skills in working and playing with their children.

For the Community – To provide a quality program that the community supports and considers a service and resource.

Please read through this booklet and become familiar with the Center's policies. If you have any questions, talk with your teacher or call the office at 303-438-9788.

After you have finished reading this handbook, parents should sign and date the "Parent/Center Agreement" form located in the back of the handbook and return it to your teacher.

We look forward to a great year together!

Marilyn Jones
Center Director

ADMISSION POLICY

Families who are interested in The Children's Center may visit the web-site, pick up a packet of information outside the Preschool entrance or call and request a packet of information to be sent to them.

- ◆ After reviewing the information, the parents may contact the Director to discuss the Center in more detail and tour the facility during scheduled tour times.
- ◆ The parents may then complete an application form and return it to the Center, along with a \$35.00 non-refundable processing fee. At this time the child's name will be placed on a wait list. Applicants are considered in order of original date of application. Priority is given to siblings of current students.
- ◆ When a vacancy occurs in the Preschool, the prospective student and parents will be offered a contract.
- ◆ When a child is offered placement in the Center, the parents will need to sign a contract and return it with the tuition deposit to secure a spot. The contract offers a variety of payment options from which the parents may choose.

It is the policy of The Children's Center to provide education to all children without regard to race, color, religion, sex, national origin, creed, disability or any other characteristic protected by state or local law. All decisions regarding acceptance are made on an individual basis and at the discretion of the Center Directors.

- ◆ **Absences.** If a student will be absent, parents should call the Center the morning of the absence. We need to know if the absence is due to illness so we can track contagious diseases.

If the student becomes ill for an extended period of time, a doctor's explanation should be provided to the Center so that the teachers may plan for the extended absence.

- ◆
- ◆ **Arrival.**

Morning Classes:

Morning Preschool begins at 8:30 a.m.

Afternoon Classes:

Afternoon Preschool begins at 12:15 p.m.

You will need to sign your child in upon arrival. A staff member will make attendance verification periodically throughout the day and will sign your child out upon departure. If a child becomes separated from the group, the staff will begin the search while the teacher in charge notifies the authorities, if necessary.

- ◆ **Attire.** Please provide clothing that is washable, sturdy and allows for freedom of movement. Even though paint smocks are used for messy activities, clothing may become stained and dirty during the session.

Sneakers are safe for all types of play. Cowboy boots, sandals, fancy dress shoes and "Croc" style shoes are not appropriate for the safety of your child and others. Children wearing them will be limited in their play outside. In case of an accident, the Center will provide clothing which will need to be laundered and returned. All removable clothing should be clearly marked with the child's name.

We do not play in the snow! We will leave that joyful experience for you to share with your child. Therefore, snow clothes and boots are not necessary. Our walkways are always clear so regular school shoes will be fine. We go outside each day unless there is something falling from the sky or the weather is below 32 degrees. Sometimes it is only for a short walk in the courtyard area if our playground is frozen so children always need to have a coat and mittens if they don't have pockets in their coats.

- ◆ **Birthdays.** Parents may provide a treat to be shared with the class in recognition of a child's birthday and should plan to join in the celebration at snack time. Please confer with the classroom teacher to set the time and date.
 - Due to State Health Regulations, **all treats need to be "store bought" or prepared in a commercially licensed kitchen.**
 - **No peanuts or products containing nuts in any classes.** Look for the warning on the label that the food may have been prepared in a facility that also process peanuts. (This warning is even on sugar cookies so be careful).
 - **We will not longer allow cupcakes in the Center.** We do not have any way to clean up the mess between classes that cupcakes make.
 - If there is a child in the class with **special diet issues** (not peanut allergies), the parents will provide a special snack for that child to be kept at school for birthdays.
 - **Private party invitations** should not be passed out at the Center unless the entire class is invited.
- ◆ **Communication.** Communication between home and the Center is essential to providing a healthy environment for children. A preschool newsletter is sent home monthly. Please send a note to the teacher to explain any unusual happenings at home (death, divorce, medication child took before school, new pet, etc.)

It is important that you do not discuss your child with the teacher in the child's presence.

It is also inappropriate to discuss a home or school situation with the teacher during arrival or dismissal of children. The teachers need to be with the children at this time. If you have information that may help the child or teacher for the day, please send a note or leave a phone message for the teacher.

- ◆ **Conferences.** Conferences will be held with the homeroom teacher in October and February.
- The **October Conferences are optional** for returning parents. During the October Conferences we will go over our Daily Schedule and discuss your expectations of our program.
- During the **February Conferences** we will provide an evaluation of your child.

If the Teacher or Director has a concern at any other time, they will be in contact with you. At the discretion of the teacher, the Director may attend any requested conference with parents.

There is NO SCHOOL on Conference days. However, the activity room and playground will be available for use with parental supervision. Children can never be left unattended so we suggest that you trade childcare with the parent before/after your conference time. This special sharing time has been set aside for you, therefore if you are unable to make your conference on the scheduled day, your time will be forfeited and the teacher will send your child's paperwork home for your perusal. With 32 to 40 conferences each, it would be unfair to ask a teacher to re-schedule during her personal or set-up time.

- ◆ **Discipline Policy.** Respect is absolutely necessary. Adults will be shown the proper respect at all times. Disruptive behavior is inherently disrespectful, and will be dealt with as a discipline problem.

The Center does not tolerate or permit the use of any abusive disciplinary methods by the staff such as, but not limited to, hitting, spanking, slapping, grabbing, shaking, yelling, withholding food, ridicule, embarrassment or humiliation of the child.

Disruptive or inappropriate behavior at the Center or elsewhere on Center grounds may be dealt with in the following ways:

Techniques for discipline are re-direction, anticipation of problems and assisting children in expressing their feelings. Children sometimes need time away from the group when they are unable to behave appropriately. When control is regained and the child is aware of why they were removed, they may rejoin the group after appropriate apologies are made.

The Center Director has the right to remove any child from the program if behaviors are distracting, disturbing or destructive to the classroom.

The following will be unacceptable and may warrant immediate referral to the Center Director, suspension and/or expulsion with no refund of tuition:

- **Weapons.** Weapons of any kind, including play toys, will not be permitted on Center grounds. Students are not to keep any guns, knives or other types of weapons in backpacks, or other storage areas.
- **Controlled substances.** Drugs, alcohol, or tobacco will *not* be permitted on Center grounds at any time.

- **Harassment.** If any teacher, administrator or Center employee is the target of excessive harassment, insults or any type of degrading treatment from a parent of a student, the student may face expulsion due to the parent's behavior with no tuition refund.
- **Stealing.** Students found with stolen materials or money will be referred to the Director immediately.
- **Violence.** Students inflicting any form of violence, including threats of violence on fellow students or teachers, will be referred to the Director and may face expulsion without a tuition refund. Written or spoken fantasies of violence will not be taken lightly and will be treated as a threat.

◆ **Dismissal**

Morning Preschool classes are dismissed at 11:15 a.m.
 Afternoon Preschool classes are dismissed at 3:00 p.m.

We bring the children to your vehicle for dismissal. You will receive a special secure card/number to place on your dashboard to help us with this process. You will need to call the preschool or let the teacher know if someone other than yourself will pick up your child. Children will not be released to unauthorized persons.

After 11:15 a.m. or 3:15 p.m. there will be a **\$1.00 per minute** charge. At 11:15 and 3:15 p.m. we will begin calling emergency numbers and if we are unsuccessful, authorities will be notified. All children will need to be signed out before staff leaves the facility.

- ◆ **Field Trips.** Due to the needs and interest of the community we serve, Field Trips are not a part of our program.

- ◆ **Health Policies and Procedures.** Immunizations and a physical examination are required by the State of Colorado prior to the first day of school. Physical Examinations are valid for one year from the date of the exam. Immunizations are a part of the examination, not in lieu of an examination.

If your child has not been immunized for *medical reasons*, your physician must sign a Medical Exemption Form. If your child has not been immunized for *personal reasons*, you must sign a Personal Exemption Form available in our office. If there is an outbreak of the disease for which your child is not immunized, they will need to stay home for the duration of the outbreak .

A child who is ill upon arrival at the Center, or who becomes ill while at center, shall not be allowed to remain with the other students. Parents will be notified and asked to pick up a sick child. Children who are too sick to go outside for recess need to stay home until they are feeling better.

When children have been exposed to a communicable disease, all classroom parents will be notified by the Center. Children should be kept at home as long as they are contagious, as determined by the family physician.

If a child needs medication (prescription or over-the-counter) during the day, parents and a physician must complete and sign a Medication Administration form and provide the medicine in the original container to the office. Under Colorado State law and the Nurse Practice Act:

- Prescription medications *cannot* be given unless the container clearly shows the name of the child, the name of the prescribing doctor, the date, the time the medication is to be given and the dosage to be given.
- Over-the-counter medications (Tylenol, Advil, Benedryl, cough drops, etc.) *cannot* be given unless accompanied by a doctor's written note prescribing the type of medication to be given, the time the medication is to be given and the dosage to be given.

Please do *not* put any type of medication in backpacks or children's pockets. Designated staff members will be responsible for administering the correct dosage and documenting the time the medication is given according to the Center's Medication Administration Policy.

If a child requires specialized health procedures, i.e., Epi-pen, nebulizer, diabetes testing, the Center nurse consultant will contact the parents to develop a health plan and train the appropriate Center personnel before the student receives the medication or treatment and before the child attends school.

If a child has received a nebulizer or epi-pen treatment before school, they should not be brought to the Center that day.

The Center makes every effort to safeguard each child's health and safety. Minor accidents will be treated with ice, soap, water and band-aids when necessary. If the injury is serious, we will call the emergency number for the parents and proceed to the nearest emergency room. If needed, an ambulance will be called to transport the injured child. Injuries and treatments of any type will be reported to the parents. Expenses incurred will be the responsibility of the parent.

To make sure we can reach you in an emergency situation, *it is important to keep emergency telephone numbers current*. If you have a cell phone, the Center should also have that number for emergencies. If there is a change in any telephone number, please call the office so we may update your file.

- ◆ **Licensing.** Our preschool program is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have concerns about our childcare facility, please consult:

- Colorado Division of Child Care
- 1575 Sherman Street, First Floor
- Denver, CO 80203
- 303-866-5958

Colorado requires that childcare providers report all known or suspected cases of child abuse or neglect. If you believe your child has been abused, you should seek immediate assistance from the Broomfield County Department of Human Services at 720-887-2200.

- ◆ **Parent Involvement.** At the Open House, you will receive a Parent Involvement Checklist to sign up for special time in the classroom. You are always welcome to "stay and play" or come 20 minutes before pick-up to read the book at closing circle. If you "drop in" you will need to come to the side door by the office since our front doors are locked after drop off.
- ◆ **Payments.** Tuition payments are due on the first of the month unless other arrangements have been made. There is a box for payments on the sign-in table. Cash needs to be given to the Director or placed in an envelope with your name on it.
- ◆ **Permission Notes.** The Center feels a responsibility for each child. It is our policy not to release a child to anyone other than the parents without written permission. After-school arrangements should be made ahead of time and the Center provided with a note if someone other than a parent will be picking up your child. In an emergency, parents should call the office with any changes. We require identification from anyone picking up your child. In certain circumstances, we may call the parents to verify a request.
- ◆ **Personal Items.** Children should not bring any toys or personal items to the Center. If a child brings a toy to the Center, it will be returned to the parent immediately. Exceptions are books or an item relating to a topic being studied in the classroom. Due to time constraints and the safe-

keeping of special items, the Center does not have daily "Show and Tell". Children have many opportunities to speak to their class during circle time when they are developmentally ready.

Children need to bring a backpack or tote bag to school each day for their papers. Please help us make sure they are empty upon arrival. Due to allergic reactions, we can no longer allow pets to come to school for any reason. We will have a stuffed animal Pet Show and Tell in the Spring.

If a child needs to bring money to the Center (i.e., in excess of \$1.00), it should be given to the teacher to hold. The Center cannot be responsible for lost money or articles.

All personal belongings, including removable clothing and backpacks, should be clearly marked with the child's name. If an item is lost, check the Lost and Found box under the table in the hallway. Unclaimed items will be donated to charity periodically.

- ◆ **School Closure Announcements** When Adams 12 schools are closed due to inclement weather or dangerous road conditions, the Center will also be closed. If the Adams 12 public schools are closed due to their own technical difficulties (e.g., power outage), then the Center will remain open. If the situation is unclear, a telephone tree will be started. We follow Meridian Elementary School for other closures, i.e., Teacher Planning days, February conferences.

School closings for inclement weather are broadcast starting after 6:00 am on the major television and radio stations. The Center will not call you and we ask that you do not call the Center.

- ◆ **Snack.** Snacks are provided for all programs. Please notify the office if your child has an allergy or intolerance to any food.
- ◆ **Special Needs.** A reasonable effort will be made to accommodate children with special needs and to integrate the child with other children. In certain cases, an aide for the child will be employed by the parents if the qualifications of the staff are not adequate to care for them. Upon enrollment of a child with special needs, the center must obtain from the parent/guardian a copy of an existing individualized health care plan.
- ◆ **Special Events.**

Halloween Parade:

Children come to school at their regular school time and we have a regular day with the exception of the parade at the beginning. Children should come in costumes and we will have a parade (hopefully outside)- a great photo opportunity for grandparents, friends, etc. Please no masks or weapons! After the parade, parents will help their children change into their regular school clothes and take their costumes home so they will not get soiled. No child will be allowed to stay in costume for the day!

Thanksgiving Pow-Wow - at 10:45 and 2:30 at the McKay Landing Clubhouse on the days your child attends school. The children will share some songs they have learned in their classroom and we will all go "on a Bear Hunt".

Valentine's - Your child should bring valentines for their homeroom only. **IMPORTANT!** PLEASE DO NOT PUT THE OTHER CHILDREN'S NAMES ON THE ENVELOPE OR VALENTINES! The process of passing out valentines is very slow without the complication of names. Just have your child put their name on the valentine inside.

Bikes/Wheels Parade & Last Days of School.

Children come to school at their regular time and leave at their regular time. Please have your child decorate their bike/scooter/big wheels for the parade at the beginning of the session and plan to stay for 15 minutes then take your child's "wheels" home. No motorized

vehicles please! This is a fun parade for friends/family to attend and a great photo opportunity.

- ◆ **Toilet Training.** All children will need to be toilet trained for group situations and able to take care of their personal needs before entering preschool. Pull-up pants are not allowed. Please do not send extra clothing since we do not have a place to store them. We have replacement clothing on hand if an accident occurs. Please wash the replacement clothing and return to them to school. Also, help your child be successful by wearing clothes that they can handle by themselves. Example: no belts, buttons, tights or suspenders. Our staff is trained to help with this stage of development. Peer pressure, access to small potties and guidance from the staff is usually all that is needed for successful toileting.
- ◆ **Videotapes, DVD's and Computers** are not a part of the Center curriculum and will not be a part of our preschool program. Our focus remains on children talking to each other and learning group social interaction skills.
- ◆ **Visitors** to the facility will need to sign in at the front desk. Outside doors are locked 15 minutes after arrival time and unlocked five minutes before dismissal (11:15 & 3:00). Classroom observations and visits must be arranged through the Center Director.
- ◆ **Weather Emergencies.** In the event of severe weather during class time, parents will be asked to pick up their children early before the street conditions become hazardous. A telephone tree will be initiated to contact parents.

In the case of tornado warnings, children will be taken to the interior hallway of the Center. They will not be made aware of the tornado drill but instead will be having a "special school reading time" in the hallway. Fire drills and security drills are held once a month and again the children are told that we are just going for a walk to see where the dumpster is located. Many young children are traumatized during these kind of drills so we keep them very low-key. Procedures are posted in every classroom. Our building is air-conditioned and the playground always has shaded areas. The Center staff will determine where and when outdoor play is unsafe.

- ◆ **Withdrawal of Student** Written notification must be made by parents to withdraw their child from the Center. Parents are liable for payment of the annual amount of tuition and enrollment fees as set forth in the contract. No reduction or refund of the tuition will be allowed for absence, withdrawal or dismissal until the spot is filled.



PARENT/CENTER AGREEMENT

PLEASE PRINT YOUR NAME HERE

We have read the Student/Parent Handbook thoroughly. We understand and agree to adhere to the general rules and discipline policy as presented in this handbook.

Parent Signature

Date

(Please print, sign, date and return to your teacher)