

# Parent HANDBOOK Policies & Procedures



**Colorado College Cheryl Schlessman  
Bennett Children's Center**

<http://www.coloradocollege.edu/offices/childrenscenter/>

909 North Nevada Avenue  
Colorado Springs, CO 80903  
(719) 389-6764

All of the following policies and procedures are required to be available to parent and staff according to the Division of Child Care Colorado Department of Human Services. (7.702 - Rules Regulating Child Care Centers) The center will notify the parents or guardians in writing of significant changes in its services, policies, or procedures so that they can decide whether the center continues to meet the needs of the child.

### **The Center's purpose and its philosophy on child care 7.702.41 A**

The Colorado College Cheryl Schlessman Bennett Children's Center practices a philosophy of serving each child's unique individual social, emotional, cognitive, and physical growth in a developmentally appropriate program. As we focus on each child, we do our utmost to incorporate respect for the mind, value all persons, practice honesty and integrity, remember traditions, nurture a sense of place, introduce social responsibility, and strive for excellence. We join with the greater Colorado College community by promoting these core values.

**Our Mission:** In partnership with the families, faculty, staff and students of Colorado College, the Colorado College Cheryl Schlessman Bennett Children's Center provides an early care and education center that supports excellence in learning and is an integral part of the campus community. As innovative professionals, we provide a diverse educational opportunity for our community of learners. When done successfully, we make a difference in the lives of children and families in the community where we live and work.

**Program Goals:** The Colorado College Cheryl Schlessman Bennett Children's Center provides a well-rounded, developmentally appropriate program for young children. We strive to develop a wide range of skills and interests in each child. The overall goals of our program are:

- To foster a love of learning and exploration
- To expose children to varied experiences and cultural opportunities
- To provide opportunities for positive social development
- To build feelings of trust
- To enhance the child's self-esteem, encouraging independence, confidence, and competence
- To introduce structure and organization while promoting self-expression and creativity
- To foster healthy habits, such as eating well and getting physical exercise
- To encourage children to express and understand their feelings and those of others
- To appreciate and participate in activities such as drama, literature, art, dance, math, science and other areas of cognitive development

There are more specific learning goals for each age group. These goals are given to parents during parent/teacher conferences.

### **The ages of children accepted 7.702.41 B**

The Colorado College Cheryl Schlessman Bennett Children's Center is licensed for 74 children, ages 6 weeks to 12 years old

	State
Infant 1 and 2 Room	1:5
Toddler 1 and 2 Room	1:5
Preschool 1	1:8
Preschool 2	1:8
Afterschool	1:10

**Services offered for special needs children in compliance with the Americans with Disabilities Act 7.702.41 C**

Consultation among the Director, parents, teachers and other professionals as deemed necessary will be used to determine the options that best meet the needs of the child.

**The hours the center is open, specific hours during which special programs are offered, holidays when the center is closed 7.702.41 D**

Center's Operation Hours: 7:45 a.m. to 5:30 p.m. Monday-Friday  
 Full Time children may attend the full five days  
 Part Time children may attend either 7:45 a.m.-12:45 p.m. or 12:30p.m.-5:30p.m.  
 We also offer M/W/F and Tues/Thurs full days  
 (Part-time options are limited availability)

**Center Closures:** The Center is closed for Memorial Day, July 4<sup>th</sup>, Thanksgiving Break and Winter Break. In order to plan and execute the high quality program desired and expected by the staff and families, it is necessary for the Center to conduct several Department meetings during the year. Therefore, the Children's Center will close at 12:45 pm one day of each Block Break for Staff Development. We will also be closed up to 4 full days per calendar year (Ask Director for a copy of the current calendar).

**Weather Closures:** In the event that the Center must close due to storm conditions, notification will be broadcast on KRCC 91.5 FM. Campus personnel will be notified through a flash on the Digest and/or phone calls as necessary.

**The policy regarding inclement and excessively hot weather 7.702.41 E**

Children remain indoors only on days when there is precipitation or lightning or the temperature is excessively cold (below 20 degrees) or excessively hot weather (above 98 degrees).

**The procedure concerning admission and registration of children 7.702.41 F**

The Application and Enrollment Guidelines cover the enrollment procedures; see the website to view the document or ask the director for a copy. If you have question about enrollment please see the director. Required Forms at the time of admission or within 30 days of enrollment the below forms must be completed and returned to the director. By the child's first day of school the Center requires the emergency medical; fieldtrip consent forms are completed and returned to the office. All forms are updated annually. Parents who do not return all required forms in the time allotted their child will be dis-enrolled from the program.

- Registration Form-Emergency information and authorization for treatment and transportation/walking field trips (update annually)

**Child Care Facility Licensing 7.702.101 A,B,C,D,E**

**Child Care Facility Licensing 7.702.101 H, I**

- Statement of Health Status (update annually)\*\*\*(yellow form)

**Child Care Facility Licensing 7.702.101 F, G**

**\*\*\*This form is to be completed and signed by your doctor.**

- Immunization Record (update annually)\*\*\*

**Child Care Facility Licensing 7.702.101 F, G**

**\*\*\*This form is to be completed and signed by your doctor.**

Photo/Observation/Parent Handbook Consent Form (update annually)  
**Colorado College Cheryl Schlessman Bennett Children's Center Policy**

Over the Counter Topical Treatments (updated annually)  
**The Child Health Connection, INC.**

Please return the completed forms to the Center's office (not the classroom teachers). If you have questions check with the Center's office. Thank you for your cooperation

Please have your child's physician complete the Statement of Health Status Form and Immunization Form. Immunizations must be recorded on the Certificate of Immunization form supplied by the Colorado Department of Public Health and Environment (CDPHE). If a parent or guardian of a child wishes an exemption from the requirement for immunizations due to religious or personal beliefs, a written statement signed by the child's parent or guardian which states the reason for such an exemption and that the child is in good health must be submitted to the center.

Parents must be notified in writing prior to their child's enrollment in the center if non-immunized children are admitted to the center.

### **An itemized fee schedule 7.702.41 G**

At the beginning of every fiscal year (July) the Children's Center Director sends a letter to the parents with details of the yearly rates. The letter indicates if there is a change in any of the fees. We offer full time and part time rates. A tuition program is available for full time Colorado College employees/students and the salary ranges are indicated in the letter. These discount categories apply to the total household income, not individual CC employee's income. If a family's household income qualifies for a discount, the individual must bring a copy of their tax form for verification to the Center. A copy of the current rates is posted on our parent bulletin board/website and distributed to new enrolled families.

### **The procedure for identifying where children are at all times 7.702.41 H**

Teachers are responsible for knowing where all children are at all times. Teachers do periodically "count heads" throughout the day, making sure that every child who is signed in is present in the room. These head counts should take place every half hour throughout the day. Teachers keep the sign-in/out sheet with them at all times.

Teachers are expected to ensure the safety of all children at all times, especially when taking the children away from the Children's Center including:

1. counting the children in attendance that day
2. comparing the number of children in attendance with the weekly sign-in sheet signed daily by the parents
3. counting the children again when they line up to return from the outing
4. counting the children again when they arrive back at the Children's Center
5. there will be one teacher designated as the safety person for that excursion. That person will be the additional head counter, sign-in sheet and first aid pack carrier, responsible for checking off the names of each child present that day on the sign-in sheet.
6. All teachers are required to know where the children are at all times.

Teachers are aware of what is happening in the environment. Never assuming they know where their team teacher(s) are or know what they are doing. Teachers must have effective communication between teaching team and other teacher(s). When communicating with each other they provide specific details about: who, what, where and why.

## **The policy on discipline 7.702.41 I**

### Colorado College Cheryl Schlessman Bennett Children's Center Behavior Management Guidelines

The Colorado College Children's Center follows the State of Colorado behavior management guidelines and discipline policies, which are:

- No physical or verbal abuse
- At no time shall withholding of food or bathroom privileges be used as a behavior consequence
- Teachers shall not shame or demean children

Experienced teachers recognize the possibility of potential problems before they occur and can redirect the child's behavior before it becomes unacceptable.

1. Staff **will** provide limits in a calm and consistent manner, allowing the child to grow in self-control and self-esteem
2. Staff **will** work with children to develop conflict resolution skills necessary to solve peer disagreements in an appropriate manner.
3. Staff **will** help children express and acknowledge their choices.
4. Staff **will** help children evaluate their actions, verbalize alternatives, and consider the perspective of others.

Children are guided and supported as they learn to accept the natural consequences of their actions.

The behavior philosophy of CCCC includes positive reinforcement for appropriate behavior, redirection and reminders of classroom rules, modifying the classroom environment and/or daily schedule, and providing a supervised quiet time for the child to gain control. Staff shall observe all children and document any problem behavior to help ascertain any patterns or precipitating factors.

When a child exhibits a problem behavior on a continual basis that is not resolved through appropriate behavior strategies, staff will meet with the Center Director to develop a plan of action

If the behavior problem is still not resolved, staff shall request a meeting with the child's parents; working together to develop strategies to resolve the problem behavior. During this process, staff will keep the Director and parents informed of progress in resolving the behavior problem. If a child's behavior results in an injury to another child or staff member, the child's parents will be notified as soon as possible and written documentation of the incident will be provided to the parents and placed in the child's file.

If staff feels that they need further assistance in resolving the behavior problem, the Children's Center may, with parental permission, request the assistance of an outside party. If staff feels that the problem may be the result of a special need, the Children's Center may, with parental permission, refer the child for further evaluation. If parental permission is refused and the problem behavior continues, the enrollment of the child will be reconsidered.

The Children's Center will provide any accommodations for special needs suggested by an outside source as long as they are not an undue hardship on the Children's Center as outlined in the Americans with Disabilities Act. (ADA)

If all the above steps fail to resolve the behavior problem, the Children's Center may ask the parents to obtain care for their child at another center. CCCC will provide parents with 4 weeks notice, except where such notice is not reasonable because of safety concerns, and will try to assist the parents with alternative care.

Written documentation of all the above steps will be provided to the parents, and placed in the child's file.

**The procedure, including notification of parents or guardians, for handling children's illnesses, accidents, and injuries 7.702.41J**

When a child becomes ill the teacher will contact the parent and fill out the following form. One copy will be giving to the parents and the other copy will be placed in the child's file.

**Exclusion from School Form**

Approved by: Laurretta Russell, RN Child Health Connection, Inc. 6/08  
(Children's Center's Health Consultant)

Name of Child: \_\_\_\_\_ Date: \_\_\_\_\_

**The following symptoms have been observed in your child:**

- Has a fever over 100.4° (temporal)  
Child's Temp \_\_\_\_\_ Time Taken \_\_\_\_\_
- Has diarrhea and/or is vomiting as a result of sickness
- Has a generalized rash over multiple parts of the body, head lice or scabies
- Is lethargic, unable to participate in play activities, overly cranky  
\*Sometimes resting at such times may prevent the development of a more serious illness
- Has symptoms of a possible communicable disease  
\*sniffles, red eyes, sore throat, headache, fever, abdominal pain
- Has an eye infection  
\*Red eyes and pus in the tear ducts indicates an infection
- Has possible infectious discharge - Nasal or Ear  
\*Nasal-- Cloudy, green or yellow mucus indicates an infection

Explanation of symptom (s) – when symptom (s) began, how long it lasted, how severe how often: \_\_\_\_\_  
\_\_\_\_\_

**YOUR CHILD MAY RETURN TO SCHOOL WHEN:**

- He/She has not had vomiting/diarrhea within the past 24 WITHOUT MEDICATION AND HAS RESUMED THEIR REGULAR DIET PATTERN OF FOOD AND FLUIDS
- He/She has been fever free WITHOUT MEDICATION for 24 hours
- He/She has been on antibiotics for at least 24 hours
- He/She has only a minor, clear nasal drip and/or an occasional cough
- A licensed physician has released your child to return to school

**Medications:**

Under Colorado State Law, Children's Center Staff can only administer prescribed medication, including over-the-counter drugs (i.e. Tylenol, cough syrup, Neosporin) with a prescription from your child's physician. A completed authorization form signed by you and your child's physician is required for a staff member to administer medication. These forms can be obtained from your child's teacher. Parents may come and dispense medications at any time during the day; Center staff will only dispense authorized medications during the midday transition time.

Parent Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Center Administration Signature: \_\_\_\_\_

\_\_\_\_\_



the class list (sign-in/out clipboard) with them. At the safe place, teachers have the children sit as a class in a line or group. Children should remain calm and quiet. Teachers take roll (using sign-in sheets) to be sure all children are accounted for. Teachers report any missing children immediately to the director(s). Children may return to the building once the director has instructed the classes to do so. (The director will wait for an okay from the fire department.)

**Tornado Drills:** On occasion, the Center conducts tornado drills. Emergency evacuation procedures are posted near the door of every classroom. In the event of a tornado, teachers are to quickly and calmly lead children to the designated “safe” areas within the building. If out on the play ground, classes immediately enter the building and go to the designated safe area for their group. While waiting in the safe areas for the storm to pass, children should remain calm. Songs, finger plays and storytelling help to keep children calm while waiting. Teachers take walkie-talkie, take the class list (sign-in/out clipboard) with them. When the classes reach the designated safe place, children sit as a class in a line or group. Children should remain calm and quiet. Teachers take roll (using sign-in sheets) to be sure all children are accounted for. Teachers report any missing children immediately to the Director(s). Center Administration responsible for Center cell phone. Children may return to the building once the director has instructed everyone to do so.

**Lost Child:** If teachers should discover a child is missing, report the missing child to the Director immediately. A thorough search of the building and playground areas will be conducted. If after a few minutes searching, the child has not been found, the Director will call Campus Security 389-6707 and the parents of the child.

**The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities 7.702.41 L**

The parents are informed of the walking fieldtrip’s details prior to the excursion and will be asked to sign a permission slip.

**The written policy and procedure governing field trips, television and video viewing, and special activities, including the staffs responsibility for the supervision of children 7.702.41 M**

**Field Trip Policies and Procedures, including supervision:**

All Children participating in field trips must have written permission from parents or guardians. Teachers are responsible for the children at all times on field trips. In addition, each teacher shall participate in overseeing the entire group, to ensure the safety and well being of each child on the trip. The teacher is required to make a list of the children and adults who will be attending the field trip. Two copies of the list should be made—one to take on the trip, and one to leave in the office. Trips locations and plans are posted at the center. The teacher will also have with them on a field trip the following information about each child: name, address, and phone number of the child's physician or other appropriate health care professional and the written authorization from the parent or guardian for emergency medical care. If a teacher finds that a child is missing, they will assign the other children in their care to another teacher while they find the missing child. Calls will be immediately made to Security and 911. The Center Director will be notified immediately. A First Aid kit and a cell phone will be taken with all groups.

**Television and video viewing:**

All television or video viewing must be approved by the director. Parents will also be given information in advance. Teachers need to explain how the video is a developmentally-appropriate and curriculum related.

**Special Activities:**

Parents will be informed of special activities/events prior to occurring. The Center will receive written permission from the parents in advance.

**The policy on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road 7.702.41 N**



Center does not provide transportation.

**The procedure for releasing children from the center only to persons for whom the center has written authorization 7.702.41 O**

The Center will release children from the Center only to persons for whom the Center has written authorization from the parents. This information is recorded on the bottom of the child's registration form. Picture I.D. must be provided before the child is released.

In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification is required to assure that the adult is authorized to pick up the child.

Individuals not authorized by the parent or guardian of a child who attempts to have the child released to them will have to wait until the parent is contacted for further information. The teacher will contact the director for assistance.

**The procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day. 7.702.41 P**

Parents are assigned an access card when their child(ren) is/are enrolled. These parent cards only operate during the times when the Children's Center is open. The late fee charges are as follows:

\$5.00 from 5:31 to 5:35	\$20.00 from 5:46 to 5:50
\$10.00 from 5:36 to 5:40	\$25.00 from 5:51 to 5:55
\$15.00 from 5:41 to 5:45	\$30.00 from 5:56 to 6:00

If a child remains after the closing hour, the teacher must try to locate the parent or one of the emergency contacts. If the parents or other contacts cannot be reached the teacher will contact the Director. The Director and the teacher will then make the decision to contact campus security 389-6707 to report the situation. At this time the decision may be made to call the Department of Human Services, 444-5700, to report the child as abandoned.

**The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion. 7.702.41 Q**

A child that arrives at the Center after their group has left for a field trip or excursion the parent has the option of driving the child to the location of the class. If the parent can effectively locate the group and sign the child in, the teacher will accept the child into the group for the remainder of the day.

**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" 7.702.41 R**

Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written parental consent. We administer medications for chronic health conditions or emergency situations.

The written order by the licensed prescribing practitioner must include:

- Child's name
- Licensed prescribing practitioner name, telephone number, and signature
- Date authorized
- Name of medication and dosage
- Time of day medication is to be given
- Route of medication
- Length of time the medication is to be given
- Reason for medication (unless this information needs to remain confidential)
- Side effects or reactions to watch for

-- Special instructions

Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label that lists:

- Child's name
- Prescribing practitioner's name
- Pharmacy name and telephone number
- Date prescription was filled
- Expiration date of the medication
- Name of the medication
- Dosage
- How often to give the medication
- Length of time the medication is to be given

Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name. In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms are reauthorized on an annual basis. Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label. Verbal orders taken from the licensed prescriber may be accepted only by a licensed registered nurse. All child care staff designated by the Center director to give medications complete the 4-hour Department approved medication administration training and has current first aid and universal precautions training prior to administering medication.

The Center's licensed health consultant:

- observes and documents the competency of each staff member involved in medication administration
- delegates to one or more of the child care staff the task of medication administration, to include routine medications only. For medications not covered in the medication training, the health consultant provides additional training, delegate on a one-to-one (1:1) basis, and provides ongoing supervision.

Medications are kept in an area, locked and inaccessible to children. Children are not allowed to bring medications to child care unless accompanied by a responsible adult. If a medication is out of date or left over, parents are responsible for picking up the medication. If parents do not respond, the Center will dispose the medications. Disposal of medications is documented.

A written medication log is kept for each child. This log is part of the child's records. The log contains the following:

- Child's name
- Name of the medication, dosage, and route
- Time medication is to be given
- Special instructions
- Name and initials of the individuals giving the medication
- Notation if the medication was not given and the reason

Topical preparations such as petroleum jelly, diaper rash ointments, sunscreen, bug repellent sprays, and other ointments may be administered to children with written parental authorization. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner, and the prescribed medication needs to contain all the information listed in the medication section.

#### Sun Protection

The Center obtains the parent or guardian's written authorization and instructions for applying sunscreen to their children's exposed skin prior to outside play. A doctor's permission is not needed to use sunscreen at the Center. When supplied for an individual child, the sunscreen must be labeled with the child's first and last name. Children over 4 years of age may apply sunscreen to themselves under the direct supervision of a staff member.

All children will be using Soft Soap brand Aloe Vera moisturizing liquid hand soap.

### **The procedure concerning children's personal belongings and money 7.702.41 S**

Each child is assigned a cubby in the classroom. The child's belongs that he/she would be using during the day are stored in this area (hat, gloves, coat, backpack, bottles, extra shoes, personal items) Teachers encourage children and parents to keep cubbies neat and organized. Some items are not allowed to be stored in cubbies, i.e. lip balm, lotions/creams, wipes, hand sanitizer, money and/or any item that states keep out of reach of child. Check with the teacher is you have any questions on the storing of items.

### **The policy concerning meals and snacks 7.702.41 T**

Meals and snacks are part of the overall learning experience. Breakfast, lunch, and an afternoon snack are served daily. Meal times are as follows: a.m. snack between 8:30 and 9:00; lunch between 11:30 and 12:00; p.m. snack about 3:00 PM-3:30 PM.

Menus are posted weekly. Meals are served family style in the classrooms. Children's nutritional needs are met with foods provided by the Center. We ask that families not send food with their children, except under special circumstances when they have made arrangements with the director and the teacher(s).

### **The policy on diapering and toilet training 7.702.41U**

Parents of Infants, toddlers, and younger preschoolers need to provide a daily supply of diapers and diaper wipes. Teachers encourage parents to purchase a large bag of diapers and wipes that can be labeled and left in the classroom's storage area. In the Infant, Toddler and Pre 1 rooms, teachers change diapers about every 2 hours. Infant teachers record diaper changes on the Daily Information forms. These forms are sent home with parents at the end of each day.

Toilet learning takes place in the Toddler and Preschool 1 rooms (occasionally in the Preschool 2 Room). During this time, teachers work with parents and the child to assist in the process. See the parent check in/out book area, the Center had many great books to help families with this process.

### **The policy regarding visitors to the center 7.702.41 V**

All visitors are required to sign in at the front door and show a valid form of identification. Visitors must have a purpose for visiting the Center. Please talk with the Director immediately if you observe an adult who is suspicious. In an emergency, call Campus Security, 389-6911.

### **The policy on parent and staff conferences to inform the parents or guardians of the child's behavior, progress, and social and physical needs. 7.702.41 W**

Parent teacher conferences take place on ongoing bases as the child moves from classroom to classroom. In the conferences child's behavior, progress, social and physical needs are discussed. Additional meetings may be added during the year if the request is made by the teachers or the parents. The parents sign a form documenting the conference and are placed in the child's file.

#### **Group Placement and Classroom Transitions:**

Child Transitioning- Teachers Responsibilities Checklist

1. The current teachers send the completed "Transition Overview" form to the administration. The administration determines if/when placement is possible.
2. If placement is possible the administration will sign the "Transition Overview" and return it to the current teachers. Also at this time, the newly assigned teachers will also receive a copy.
3. The current teachers will have a conference with the receiving teachers and administration to determine if the transition is appropriate. (Current teachers bring child's observations and portfolio. Everyone will review the developmental readiness goals for transiting to a new classroom) Date/Time of conference\_\_\_\_\_

4. The current teacher approaches the parents to discuss the possible transition. A parental signature is obtained on transition overview form and the parent is given a copy. (Current teachers may hold a conference with the parents to discuss the transition overview form)
5. If all three parties (administration, teachers, and parents) agree to proceed with the transition then the receiving teachers call and arrange an initial conference/orientation with the parents. Receiving teachers give parents: welcome packet, discuss daily schedule, and answer any of the parent's questions.
6. The child visits the new classroom for short periods of time, gradually increasing the duration of each visit and decreasing the amount of time with the old classroom.
7. The receiving teacher's record child's transitioning progress/adjustment and daily activities for the parents. Receiving teachers share recorded information/observations with the parents during drop-off and pick-up times.
8. The receiving teachers will:
  - Assign and label cubbies for child
  - Obtain child's file/portfolio from current teachers
  - Obtain any allergy alerts, if applicable
  - On the final day of transition, move all items from child's current cubby to new cubby
  - Introduce child to all classroom children
  - Introduce parents and child to other classroom staff
  - Orient parent to the classroom.

**Developmental Readiness Goals  
For  
Transitioning to a New Classroom**

The following criteria should be observed consistently before transitioning to a new classroom.

**From the Infant to Toddler Room:**

- Responds to simple 1 step instructions. (cognitive)
- Demonstrates simple signing and language. (language)
- Puts small objects through a slot into a container. (fine motor)
- Drinks from a cup with out an infant sippy- lid. (fine motor)
- Has the ability to get in, out and sit in a chair without support. (gross motor)
- Is walking steadily, can carry large object. (gross motor)
- Plays independently of other children, occasionally interacting with them.
- (social emotional)
- Transitions to a new environment exhibiting stability and self assurance.
- (social emotional)

**From Toddler to Preschool One Room:**

- Listens to short stories one-on-one and in small groups (cognitive)
- Responds to two-part directions (cognitive)
- Uses simple sentences to verbalize needs and wants (language)
- Successfully uses fork and spoon when eating; uses cup without sippy lid well (fine motor/self help)
- Well-coordinated large motor skills for running, with fluid, alternating arm and leg movement (large motor)
- Independently chooses activities and centers with little teacher direction (social/emotional)

- Aware of self and demonstrates a basic understanding of their relationship with other children (social/emotional)
- Can participate in small group activities (social/emotional)
- Able to sit for circle time/mealtimes without assistance (social-emotional, cognitive)
- Interested in new experiences (social/emotional)

**From Preschool One to Preschool Two:**

- Follows complex 2-3 part directions. (cognitive)
- Understands and can make choices independently. (cognitive)
- Classifies objects by their properties. (cognitive)
- Communicates in complete structured sentences. (language, social emotional)
- Understands and answers simple questions, i.e. who and what. (language)
- Expresses combined thoughts. (language)
- Can complete a 5-6 piece puzzle. (fine motor)
- Is able to dress self, i.e., pulling up pants. (fine motor)
- Stays on large paper while scribbling. (fine motor)
- Engages in cooperative play with other children. (social emotional)

**The procedure for filing a complaint about child care (see 7.701.5, General Rules for Child Care Facilities) 7.702.41 X**

**Reporting a Licensing Complaint to the Department of Human Services:**

The Center is required to inform their families of how to report a licensing complaint to the Department of Human Services. Parents may report licensing complaints to the state Department of Human Services, 1575 Sherman, Denver, CO 80203. Phone 1-800-799-5876.

**The policy regarding the reporting of child abuse (see 7.701.5, General Rules for Child Care Facilities) 7.702.41 Y**

Center employees must immediately make a report to the Department of Human Services. All child care employees have a legal and personal responsibility to report all cases of child abuse or suspected child abuse to the El Paso County Department of Human Services at 444-5700.

**The policy regarding notification when child care service is withdrawn and when parents or guardians withdraw their children from the center. 7.702.41 Z**

When child care service is withdrawn, the Center gives a one month written notice. Parents are required to give a written notice (email is acceptable) to the CCCC Director one month prior to a child dis-enrolling.

### Reference

State of Colorado Rules Regulating Child Care Centers (Less than 24 hour care) issued by Division of Child Care Colorado Department of Human Services (Revised 05-01-2010)

<http://www.colorado.gov/cs/Satellite/CDHS-ChildYouthFam/CBON/1251579373540>