



**COLORADO  
COLLEGE**

# PARENT HANDBOOK

Cheryl Schlessman Bennett Children's Center

Updated June 2023

*The Center will notify the parent/guardian 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.*

*Policies and procedures are required to be available to parents/guardians and staff according to the Division of Child Care Colorado Department of Human Services. (7.702 - Rules Regulating Child Care Centers)*

# Table of Contents

The Center's Purpose and Philosophy on Child Care .....	2
Our Mission .....	2
Ages of Children Accepted .....	2
Hours of Operation .....	2
Center Closures .....	2
Program Goals .....	2
Children's Center Curricula .....	3
Guidance Guidelines .....	4
Admission and Registration .....	5
Tuition Rates .....	6
Fees .....	6
Withdrawing Children from the Center .....	7
Releasing Children from the Center.....	7
Identifying Where Children Are at All Times .....	7
Child Drop-Off When Class is Off-Site .....	7
Control of Communicable Diseases .....	8
Illness and Accidents.....	8
Administering and Storing Children's Medication .....	8
Inclement and Excessively Hot Weather .....	10
Sun Protection.....	10
Protecting children from Secondhand and Thirdhand Smoke.....	10
Standard Response Protocol.....	10
Firearms .....	11
Transportation .....	11
Field Trip Policies and Procedures, Including Supervision .....	11
Screen Time.....	11
Special Activities .....	12
Children's Personal Belongings .....	12
Meals and Snacks .....	12
Rest Time and Equipment.....	12
Diapering and Toilet Training.....	13
Assessments/Observations.....	13
Parent/Guardian/Teacher Conferences.....	13
Group Placement and Classroom Transitions.....	13
How to File a Complaint about Child Care/Reporting Child Abuse.....	13

## **The Center's Purpose and Philosophy on Child Care**

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 a respect for the mind, value all persons, practice honesty and integrity, nurture a sense of place, introduce social responsibility, and strive for excellence. We join with the greater Colorado College community to promote these core values.

## **Our Mission**

In partnership with families, faculty, staff, and students at Colorado College, the Center provides early care and education that supports excellence in learning and is an integral part of the campus community.

## **Ages of Children Accepted**

The Center has an authorized capacity of 74 children: ages 8 weeks to 6 years old.

Infant 1 – 8 children aged 8 weeks-18 months

Infant 2 – 8 children aged 8 weeks- 18 months

Toddler 1- 10 children 12 months- 3 years

Toddler 2- 10 children 12 months-3 years

Preschool 1- 14 children- 2.5 years-5 years

Preschool 2- 14 children- 2.5 years-5 years

Preschool 3- 10 children – 2.5 years- 5 years

## **Hours of Operation**

Monday-Friday 7:45 a.m. to 5:15 p.m.

## **Center Closures**

The center is closed for Memorial Day and Independence Day. The college schedules Thanksgiving break, Winter break and Spring Break based on their block schedule.

The center follows the Colorado College academic calendar and will have adjusted hours on most Fridays of block break for staff in-service day. This allows children's center staff to conduct department meetings, allow time for mandatory trainings, and to plan and execute a high-quality program.

The current Center calendar is available on the Center website under the parent tab and posted on the lobby information board.

## **Program Goals**

The Center provides a well- rounded program for young children. The needs of the child and options for care will be determined by collaborating with center administration, parents/guardians, teachers, and other professionals, as necessary. 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
- Expose children to varied experiences and cultural opportunities

- Provide opportunities for positive social development
- Build feelings of trust
- Enhance the child's self-esteem, encouraging independence, confidence, and competence
- Introduce structure and organization while promoting self-expression and creativity
- Foster healthy habits, such as eating well and getting physical exercise
- Encourage children to express and understand their feelings and those of others
- Appreciate and participate in activities such as drama, literature, art, dance, math, science, and other areas of cognitive development

## **Children's Center Curricula**

Our goal is to provide an exciting, interesting, and innovative learning experience for all children in our care. We draw from several types of curriculums to enrich the children's education and support their unique learning styles:

**Reggio Emilia Inspired Curriculum-** This curriculum model fosters children's intellectual development through a systematic focus on symbolic representation. Young children are encouraged to explore their environment and express themselves through all their available "expressive, communicative, and cognitive languages." The partnership among parents, educators, and children is necessary. Classrooms are organized to support a highly collaborative, problem-solving approach to learning. Education is seen as a communal activity and a sharing of culture through joint exploration among children and adults. This method promotes new ways to think about the child as a learner, the teacher's role, the school organization and management, the design and use of physical environment and curriculum planning. Additionally, it guides the expression of joint, open-ended discovery, constructive posing and solving of problems. Inherent in this approach is a focus on a welcoming and open community space available for multiple uses. The environment is seen as the "third teacher." Thought is used with light, colors, and textures in the classroom designs and displays. Thought is used with light, colors, and textures in the classroom designs and displays.

**Natural Environment Curriculum-** Teachers provide intentional outdoor experiences and create spaces that give children the opportunity to better understand and appreciate the natural world. Children who can spend time in well-designed outdoor spaces develop skills across all learning domains. Teachers foster and celebrate the intellectual, physical, social, and emotional growth that takes place for every child every day in the natural outdoor classroom. Research links our mental, physical, and spiritual health directly to our association with nature. By allowing young children access to the outdoors, they gain competence in moving through the larger world.

**Emergent Curriculum-** Emergent curriculum describes an environment that develops from exploring what is socially relevant, intellectually engaging, and personally meaningful to children. This curriculum philosophy unites children's budding interests with the educational framework constructed by the teachers based on their professional training and experience. Emergent curriculum arises naturally from adult-child and child-child interactions that create "teachable moments." It connects learning with experience and prior discoveries. It responds to children's immediate interests rather than focusing on a narrow, individual, or calendar driven topic. It is process rather than product driven. The curriculum is typically implanted after an idea emerges from the group of children.

**Social Emotional Curriculum-** Social Emotional curriculum involves children learning skills relating to the recognition of their feelings, their response to feelings in appropriate ways and self-regulation of emotions. Developing these skills enables a child to form and engage in positive social interactions with peers and adults. It helps children develop a sense of competence and positive attitudes toward learning, forming relationships, solving everyday problems, learning ways to resolve conflict, and develop empathy for others.

**Constructivist Inspired Curriculum:** The curriculum is presented with emphasis on big concepts. The pursuit of children's questions is highly valued. Curricular activities rely heavily on primary sources of data and manipulative materials. Children are viewed as thinkers with emerging theories about the world. Teachers seek the children's points of view to understand their present conceptions for use in subsequent lessons. Assessment of children's learning is interwoven with teaching and occurs through teacher observations of children at work and through child exhibitions and portfolios. Children primarily work in groups.

**Direct Instruction Curriculum-** The teacher provides the children with the information they need, often through explanations, examples, and problem solving. The main strength of direct instruction is that it is efficient, especially in quickly providing information to the children. It is also an effective way to allow children to achieve proficiency when learning fundamental facts, rules, or sequences. Most direct instruction techniques only allow for minimal student-teacher interaction, and need to be supplemented by review, practice, and group discussion. The teaching staff often uses this style of curriculum during topics such as fire safety and classroom/playground rules and procedures.

### **Guidance Guidelines**

The guidance philosophy of the Children's Center includes positive instruction and supporting positive behavior. Positive guidance is used as an opportunity to teach children social-emotional skills, such as self-regulation, problem solving and empathy for others. Teachers use positive reinforcement for appropriate behavior including redirection, reminders of classroom rules, changing the classroom environment and/or daily schedule, and providing a supervised quiet time for the children who need it. Our goal is to foster positive relationships that allow for open communication should a challenge arise.

The expectation for Children's Center staff is to:

1. Cultivate responsive, positive child, staff, and family relationships and interactions.
2. Create and maintain a program-wide culture that promotes children's mental health, social and emotional well-being.
3. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children.
4. Provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting, and implementing a team-based positive support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.
5. Identify and consult with an early childhood mental health consultant or other specialist, as needed.

Teachers shall observe all children and document any concerning behaviors to help ascertain any patterns or precipitating factors. When a child exhibits concerning/unsafe behaviors or persistent challenges the teacher will meet with Center administration to develop a plan of action to include access to an early childhood mental health consultant or other specialist, as needed. At this time, staff shall request a meeting with the child's parents/guardians, working to develop action plans to resolve/unsafe behavior. Teachers will document ongoing concerns, progress, and accomplishments. If the teaching team still has concerns about behavior, action plans will be updated accordingly and continued center enrollment will be discussed.

Center administration must not use, or permit a staff member or child to be subjected to:

- Physical or emotional harm, humiliation, or threats.
- Any form of restraint, however physical redirection may be used to keep a child from immediate/imminent danger. The child must be released once removed from danger.
- Corporal or harsh punishment, including pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of guidance.

- Verbal abuse and derogatory remarks
- Guidance must not be associated with food, rest, or toileting.
- Physical activity and/or outside time must not be withheld as a disciplinary measure.
- Separation, when used for guidance, must not exceed five (5) minutes and must be appropriate for the child's development. The child must be in a safe, lighted, well-ventilated area and be within sight and sound of a qualified staff member. The child must not be isolated in a locked, closed room or closet.

## **Admission and Registration**

Admission priority is based on affiliation with Colorado College. Requests for care must be made via the center website under the parent tab. A pre-admission interview will be completed with the child's parent/guardian to determine whether the services offered by the center will meet the needs of the child and the parent/guardian.

Category A- Children of full-time status college employees and full-time students.

Category B- Children of families associated with the college, i.e., retirees, block visitors, part-time employees, alumni, part-time students, food service and custodial full-time employees, and grandchildren of Category A employees.

Category C- Not affiliated with Colorado College.

Upon acceptance into the center, families will receive a 30-day notice to enroll, paperwork will be sent via email and a classroom orientation will be scheduled.

Parents/Guardians must complete the registration and admission process and return the following forms BEFORE the child's first day of care to the Center's administration. The center has the right to refuse admission to a child if enrollment paperwork, the statement of health, documentation of immunization status, or exemption is not submitted.

The confidentiality of children's records will be maintained. Children's records are kept for 3 years following the last date of attendance in the program. Records must include:

- Registration form-emergency information and authorization for treatment and transportation (update annually or when changes occur.)
- Statement of Health Status (update based on the American Academy of Pediatrics)  
*\*This form is to be completed and signed by your child's primary care physician.*
- Immunization Record (update based on Colorado Department of Public Health and Environment; Colorado school/ childcare required vaccines)  
*\*This form is to be completed and signed by your child's primary care physician*  
*NOTE: Children who are not/under immunized may be enrolled at the facility*
- Consent Forms (update annually or when changes occur)  
These include:  
Walking Field Trip Permission  
Photo Consent  
Observation Consent  
Topical Preparations  
Media Release

Sleeping Mat Permission (for children under the age of 2)  
Pacifier Permission (for infants 12 months and younger)

Parents/Guardians are assigned an access card at time of enrollment. The parent/guardian access cards operate Monday-Friday from 7:45 a.m.- 5:15 p.m. Access to the center is not available when the center is closed.

The center has an open-door policy for families, however, to maintain safety for children and staff, all visitors must ring the doorbell to access the Center and sign in on the visitors' log.

Parents/Guardians are required to sign up for RAVE. RAVE is the emergency notification system used by Colorado College to communicate safety and weather information in real time. The link to register is:

<https://www.getrave.com/login/coloradocollege>. Unless the RAVE notification specifically denotes a "test," consider the messages as current information.

### **Tuition Rates**

Tuition rates are reviewed every spring and rate information is sent to parents/guardians and posted on the Center's website and front entry bulletin board prior to the start of the next fiscal year.

Monthly tuition is due on the first business day of each month for childcare services provided for that month (i.e., tuition paid on July 1 is for the month of July) Checks or money orders (made payable to C.C.C.C.) are accepted. The Center does not accept credit card or cash payments.

Parents/Guardians who are employees of Colorado College may elect to have the monthly tuition deducted from their paychecks. An after-tax payroll deduction authorization form for childcare tuition payments must be completed and submitted to the Center's administration. The Center director signs the form and submits the completed form to the Human Resources Department for payroll deductions.

### **Fees**

Parents/Guardians who pay directly to the Center will be charged a late fee of \$25 if payment is not received by the third business day of each month.

There will be a \$25 service fee for returned checks.

A non-refundable \$50.00 registration fee must be paid upon enrollment.

Any tuition in arrears will require a payment plan and failure to adhere to the payment arrangements will result in the child's dis-enrollment from the Center.

A tuition discount program is available based on household income. The parent/guardian must provide a copy of their tax form for income verification to the Center's director. Talk with the Center's director for more information.

### **Late Pickup**

Children are to be picked up by the Center's closing time; 5:15 pm. If a child is not picked up when the Center is closed, the teacher will call the parent/guardian. Attempts will be made to contact the parent/guardian and then the listed emergency individuals will be contacted. If contact is not made, the Center will contact the college's Campus Safety department. Attempts

to contact the parent/guardian and emergency contacts will be made for 30 minutes and if no contacts are made, the Colorado Department of Human Services will be notified.

Late charges are assessed as follows:

\$10.00	6-10 minutes late
\$15.00	11-15 minutes late
\$20.00	16-20 minutes late
\$25.00	21-25 minutes late
\$30.00	26-30 minutes late

After four late pick-ups in a 12-month period, there will be a \$40 late fee per additional instance and a discussion with the Center's director on the continuation of childcare at the center.

### **Withdrawing Children from the Center**

Parents/Guardians must give a written notice (email is acceptable) to the Children's Center administration one month before dis-enrolling their child/ren.

*\*Children who are 5 years old on or before October 1 each year will be withdrawn from the center no later than the first day of school, based on their home school district.*

### **Releasing Children from the Center**

The center is required by Colorado State Licensing for Child Care to release children from the Center only to persons over the age of 16 identified by the parent/guardian with written authorization from the parents/guardians has been submitted to the Center. This information is recorded on the bottom of the child's registration form. Picture identification is required to assure the individual is authorized to the child.

In an emergency, the child may be released to an adult for whom the child's parent/guardian has given verbal authorization. If the Center staff does not know the adult, Identification will be required prior to releasing the child.

Individuals not authorized by the parent/guardian who attempts to pick up a child will be denied, and the child's parent/guardian will be contacted. Campus Safety will be contacted if assistance is needed.

### **Identifying Where Children Are at All Times**

At all times teachers are responsible for knowing where all the children under their supervision are. Teachers complete periodic head counts throughout the day, including transition times for inside to outside, outside to inside or when moving to another room to ensure that every child assigned to the classroom is present and accounted for. All classrooms will be checked at the end of the day to ensure all children have been released from care.

### **Child Drop-Off When Class is Off-Site**

When a child arrives to the center after their classroom has left the Center for a planned event, the parent/guardian has the option to take their child to the planned event location or request if their child may remain at the center in another classroom if there is space available. Since field trip events are planned, parents/guardians are required to plan with the classroom teacher ahead of time to take the child to the event location or talk with the Center administration to have the child assigned to another classroom for that day.



## Control of Communicable Diseases

When a child is diagnosed with a communicable illness such as croup, influenza, or pink eye, the Center will notify parents/guardian. A communicable illness notification will be posted on the Center's main entrance doors and all classroom sign-in/out clipboards. The child's identity will remain confidential.

Parents/Guardian are required to report exposure of a child to communicable illness away from the Center, and the Center's director will decide if the child is to be excluded from the Center for a period prescribed by a medical provider and/or the local health department.

The center will follow guidance from the Colorado Department of Public Health and Environment "[How Sick is too Sick](#)" to determine exclusions and return to care.

## Illness and Accidents

When a child exhibits signs of illness such as fever, lethargy, complaint of not feeling well, or eye discharge, the teacher will begin documenting symptoms of the child and contact the parent. If the child reaches a temperature of 100.4, cannot comfortably participate, has eye discharge or other symptoms that warrant exclusion, the teacher will contact the parents/guardians to pick up their child. Parents/Guardians will have 1 hour from the time of the phone call to come pick up the child. An exclusion form is completed by the teacher, signed by the director, and a copy given to the parents/guardians when the child is picked up. Children are typically not allowed to return to the Center until they are symptom-free for 24 hours and without fever reducers and/or cough medications. Children who begin an antibiotic must be on the antibiotic for 24 hours before returning to care.

When a child is injured at the Center, the teacher will complete an Accident/Arrival/ Incident report. This report must also be completed by the classroom teacher if the child comes to the Center with an injury. A copy of the report will be given to the Parents/Guardians.

Contacting the Parents/Guardians is left to the teachers'/Center administration discretion based on the severity of the injury and relationship built between teachers and families. Head bumps/injuries or any injury that has a significant amount of blood involved will require a call made to families.

If the child needs emergency attention, 911 will be called and the parent will be notified immediately. If emergency services determine a child needs to be transported to a health care facility, the child's teacher or a member of center administration will go with the child during transport, if the parent/guardian is not immediately available.

## Administering and Storing Children's Medication

Unexpired 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 parent consent. **All medications must be cleared with the center nursing consultant prior to receiving and/or administering at the center** This could take up to 24 hours and your child may not have permission to stay depending on medication, reason and type until the nurse consultant has approved of the administration while at school. Certain center teachers/staff may administer medications with approved delegation.

- ❖ Home remedies, homeopathic medication, vitamins, and supplements will not be administered to children in care.

The written order by the licensed prescribing practitioner must include:

- Child's name and birthdate
- Licensed prescribing practitioner name, telephone number, and signature
- Date authorized
- Name of medication and dosage
- Time medication is to be given by written authorization (specific times are necessary)
- Route of medication
- Length of time the medication is to be given
- Reason for medication
- Side effects or reactions to watch for
- Special instructions

*\*If you need a medication administration form to take with you to the doctor, please contact the Center administration.*

Medications must be kept in the original labeled bottle or container with appropriate dosing devices (cup, dropper, syringe). 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
- Time of day medication is to be given
- Length of time the medication is to be given

Over-the-counter medication must be kept in the original 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 according to Colorado Department of Public Health and Environment age requirements.
- Any changes in the original medication authorization require a new written order by the prescribing practitioner.

Medications are kept in an area that is locked and inaccessible to children. Emergency medications will be easily accessible for teachers to administer. When away from the classroom, authorized staff must carry emergency medication.

Children are not allowed to carry their medications into the building. Only parents/guardians are permitted to drop off medication to an authorized teacher or Center administration.

If the date of the medication has expired or any medication is left over, parents/guardians are responsible for picking up the medication. If parents/guardians do not respond to requests to pick up the medication, the Center will dispose of the medication as required by the Colorado Department of Public Health and Environment. Disposal of medications is documented.

Topical preparations such as petroleum jelly, diaper rash ointments, sunscreen, bug repellent sprays, and other ointments may be administered to children with written authorization from the parent/guardian. 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 contains all the applicable information.

## **Inclement and Excessively Hot Weather**

The Colorado Office of Early Childhood, Department of Human Services, Child Care Licensing and Administration division has temperature-related restrictions for safe outdoor play. Classrooms follow a weather/temperature chart to assist the teachers in making decisions about outdoor play. If the temperature is below 20 degrees, all children will remain indoors. If the temperature is between 20-30 degrees, children will only play outdoors for a limited amount of time. If the temperature is above 98 degrees, all children will remain indoors. Outside play will occur each day, weather permitting. Children must be appropriately dressed for the weather to maintain a comfortable body temperature.

If the center must close due to storm conditions, parents/guardians will be notified via RAVE. If Colorado College is placed on limited operations, the Center will close. If Colorado College is on limited operations such as a late start, the Center will open at the late start time. If the Children's Center is already operating and the college announces a limited operations status, the Center will close within an hour of the decision and parents/guardians must pick up their children within that period.

## **Sun Protection**

The Center requires parent/guardian written authorization and instructions to apply sunscreen to their child's exposed skin prior to outside play year-round during the enrollment process. Parents/Guardians will be responsible for providing a full spectrum UVA/UVB sunscreen with an SPF rating of 30 or greater. The use of sunhats is permitted and encouraged.

Parents/Guardians are asked to apply sunscreen on their child before drop-off and notify teacher what time the sunscreen was applied. Sunscreen will be reapplied by staff as needed before and/or during outdoor play as directed by the product label.

A doctor's permission is not needed to use sunscreen unless the child is under a doctor's order, or the sunscreen is a prescription. The use-by date for sunscreen must not be expired.

Each sunscreen must be labeled with the child's first and last name. Children over 4 may apply sunscreen to themselves under a teacher's supervision. Children under 6 months of age will be kept out of direct sunlight while outdoors.

## **Protecting children from Secondhand and Thirdhand Smoke**

Colorado College is a smoke-free campus. The Children's Center prohibits the use of tobacco and marijuana products on all center property, both indoors and outdoors. Staff who smoke must change clothes and wash their hands prior to returning from their break.

## **Standard Response Protocol**

*Colorado College Emergency Notification System, RAVE will be used for reunification after an emergency or disaster.*

**Fire Drills:** The Center conducts regular monthly fire drills. Emergency evacuation routes and building maps are posted near the door of every classroom. Each classroom evacuates to the south side of Autrey Field, Robson Arena or to the Hybl Student Center. Once at their specified area, teachers will take attendance and wait for an "all-clear" message from the college's Campus Safety department or Center administration.

**Tornado Drills:** From March-October the Center conducts monthly tornado drills. Emergency evacuation procedures are posted near the door of every classroom. In case of a tornado, teachers quickly and calmly lead children to the designated areas

within the building. If out on the playground, classes immediately enter the building and go to the designated area for their group. Classes may return to their normal activities once cleared by the college's Campus Safety department or Center administrator.

**Lockdown: Locks, Lights, Out of Sight:** Teachers will lock interior (hallway) doors, turn out lights, close shades, move away from sight and maintain silence. Doors to the playground should always be locked when the children are in the classroom.

**Lockout:** Secure the Perimeter. Teachers will take everyone indoors (if outdoors). Everyone stays inside, close shades, business as usual.

**Lost Child:** If a teacher discovers a child is missing in the classroom, the Center administration is notified immediately. A thorough search of the building and playground areas will be conducted. After a few minutes searching if the child has not been found the Center director will contact the college's Campus Safety department and the parents/guardians. The center must submit a report to the Department of Human Services, about any child who has been separated from the group outside of the supervision of their assigned staff members or for whom the local authorities have been contacted.

**Evacuating Children with Disabilities and those with Access and Functional Needs:** If a child or person needs assistance during any Standard Response Protocol, they will be assigned a staff member to assist. There will be assigned alternative staff to assist in case of staff absences.

## **Firearms**

Firearms are prohibited on the premises, both indoor and outdoor. No concealed carry firearms are allowed during childcare hours even if the adult possesses a concealed carry permit.

## **Transportation**

The center does not provide transportation

## **Field Trip Policies and Procedures, Including Supervision**

All children participating in field trips must have written authorization signed by a parent/guardian. At all times children will be actively supervised by a qualified Early Childhood Teacher. Staff to child ratios must always be maintained. The Center's administration has information on the trip itinerary, and it is posted on individual classroom doors. Emergency medications required by teachers and/or children are brought on field trips. All field trips are within walking distance of the Center. The center does not use transportation for any out of center activity.

## **Screen Time**

Screen time, which includes television, recorded media, computer, tablet, cell phones, video games and other media devices, is prohibited for children less than 2 years of age. Screen time is prohibited during snacks or mealtimes. For children 2-5 years of age screen time will be limited to no more than 30 minutes per day. Children will be provided with a developmentally appropriate alternative activity once they lose interest in the media activity.

All television or video viewing must first be approved by the Center administration and if requested an explanation of how the video is developmentally appropriate and curriculum related is required. Parents/Guardians will also be given information on content in advance. Any media children are exposed to will not contain explicit language or topics.

There is no restriction for children using personal adaptive equipment or assistive technology.

## **Special Activities**

Parents/Guardians will receive advanced notice of special activities/events and parent written authorization is required when applicable. The Center teachers make every effort to be inclusive and sensitive to all families and children in an environment of respect and value to diverse cultures. The Center does celebrate birthdays and some holidays. If you do not wish your child to participate in any planned or specific activities, please inform the classroom teacher or Center administration.

## **Children's Personal Belongings**

Each child is assigned a cubby in the classroom. The child's belongings that will be used during the day are stored in the cubby (hat, gloves, coat, backpack, bottles, extra shoes, personal items). Parents/Guardians and children are encouraged to keep their cubbies neat and organized.

Some items may not be stored in cubbies, i.e., lip balm, lotions/creams, wipes, hand sanitizer or any item that state "keep out of reach of children." Talk with your child's teacher if you have any questions about storing items.

The center is not responsible for broken/damaged lost personal belongings including toys brought from home.

## **Meals and Snacks**

Morning snacks, lunch, and afternoon snacks are served daily. Morning snacks are served between 8:30 and 9 am, lunch between 11:30 am and 12:30 pm, and afternoon snacks between 2:30 pm and 3:30 pm.

Menus are posted weekly on the parent board, the kitchen area, and in each classroom. Meals are served in the classrooms. Foods provided by the Center meet current USDA Child and Adult Care Food Program meal pattern requirements. Parents/Guardians may not send food with their children, except under specific circumstances (i.e., allergies, special diets) and when arrangements have been made in advance with Center administration.

## **Rest Time and Equipment**

**Providing Infants with a Safe Sleep Environment:** Each child will be placed on their back to sleep, on a firm mattress with a fitted crib sheet. Infants do not share cribs. The nap room is monitored by sight- through the four windows, and by sound- through a sound monitor. Staff will actively monitor sleeping children at least every 10 minutes. Infants may not nap in car seats, swings, or bouncy seats. If an infant does fall asleep in one of these pieces of equipment, they will be relocated to a crib immediately. Alternative sleep positions and swaddling will only be permitted with a health care plan signed by the child's physician.

Children will be given a nap/rest period while in care. During nap/rest time the classroom will provide an environment conducive to sleeping (dim lights, soft music, back patting)

The center provides a two-inch mat for each child (excluding infants) to rest on. We ask that a fitted sheet or other suitable covering and a blanket are provided for your child from home.

## **Diapering and Toilet Training**

Parents/Guardians with children in diapers must provide a daily supply of diapers and wipes. Diaper changes are done every two hours or as needed when soiled. Infant and toddler teachers record diaper changes on the daily information sheets, which are sent home at the end of each day.

Children in the process of toilet learning should have enough wipes and extra clothing in the event of accidents.

Teachers collaborate closely with parents/guardians to ensure the success of each child during this toilet learning process. The child's developmental abilities and needs will be considered to determine if toilet training is appropriate. There must be no attempt to toilet train children until they can communicate or otherwise indicate need, help manage their own clothing, and access toilet facilities.

## **Assessments/Observations**

All teachers' complete observations and record developmental milestones for each child in their classroom. The Center uses a focused portfolio approach. Each child has an individual portfolio containing photo documentation of milestones, samples of artwork, anecdotal records, and developmental charts.

## **Parent/Guardian/Teacher Conferences**

There will be an initial intake conference between the classroom teacher and parents at enrollment. Additional parent/teacher conferences take place on an ongoing basis as the child moves from classroom to classroom. During a parent/teacher conference, the child's behavior, progress, social, emotional, and physical needs are discussed. Additional conferences may be requested by either the teacher or the parent/guardian. The parent/guardian and teacher will sign the completed conference documentation for the child's file.

## **Group Placement and Classroom Transitions**

When a child is ready to transition from one classroom to another, the Center director will inform the parents and current teachers. The current teachers will complete a transition overview for the parent and receiving teacher to review and sign. Parents/Guardians will have an opportunity to meet with teachers.

## **How to File a Complaint about Child Care**

Parents/Guardians may report licensing complaints to the Division of Early Care and Learning at 1-303-866-5958 Monday through Friday 8 a.m.-5 p.m. Parents/Guardians are also encouraged to talk with the Center director about their concerns.

## **Reporting Child Abuse**

All Colorado College Children's Center employees have a legal responsibility to report all cases of suspected child abuse, neglect, or maltreatment to the El Paso County Department of Human Services. If you suspect child abuse or neglect you may report your concerns to the Colorado Child Abuse and Neglect Hotline Reporting System at 1-844-CO-4-Kids (1-844-864-5437).

**ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK**

I, \_\_\_\_\_ (Parent) have received and read the Cheryl Schlessman Bennett Children’s Center Parent Handbook. I agree to follow, accept the conditions of, and give authorization and approval for the activities described therein.

Please note: The Cheryl Schlessman Bennett Children’s Center policies and procedures are subject to change to reflect the needs of the children and the program. Policies and procedures will be reviewed at least annually. We may also make changes or modifications without advance notice in our policies and procedures if required by county and/or state governing agencies.

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

Date: \_\_\_\_\_