



## Parent Handbook

2017-2018

Christina Holloway Owner/Director  
340 Woody Creek Mesa  
P.O. Box 615  
Woody Creek, CO 81656  
970-618-9984

## **Philosophy**

Woody Creek Kids will focus on the child as a whole and as an individual. With a focus on social-emotional growth, we will help children to learn and develop in all areas of development. Woody Creek Kids will help the children to respect themselves, others and the environment around them. We will use the environment around us to teach the children life skills to help them be successful in everything they do.

## **Classroom Ages and Ratios**

Toddlers: 12 months to 3 years  
4 children to 1 teacher

Preschool: 2 1/2 to 5 years  
8 children to 1 teacher

## **Hours of Operation**

7:30-4:00

## **Holidays and Closures**

Please refer to school calendar.

Woody Creek Kids will follow the public school schedule with closures at Thanksgiving, Christmas, Spring Break and other various closures.

Woody Creek Kids will provide four 2 week summer camps during the summer.

## **Inclement Weather**

In the event of inclement weather, please listen to the local radio, as we follow the Aspen School District's decision on cancellations. Families are charged for snow days and do not receive make days per our make up day policy. If school is cancelled mid-day, parent/guardians or primary contacts will be notified immediately by phone and pick up arrangements will be made.

## **Admission and Registration of Children**

### **Registration of children**

1. Your child's immunizations
2. Enrollment Form
3. Enrollment Agreement
4. Sun screen, Video and Photo Sign-off
5. Statement of Authorization
6. Medical Information Form Signed by Child's Doctor

### **Deposit & Activity Fee**

A \$350 non-refundable fee is required upon pre-registration of your child. The Deposit is a one time fee of \$50. The \$300 is an activity fee that will provide the children with the opportunity of participating in special activities. This will be charged at the beginning of each school year.

### **Daily Tuition Fee**

\$70 per day

### **Billing**

Bills will be sent out on the 1st of each month. Payment is due by the 15th of each month. We accept cash, check or venmo. If you would like to be billed for the entire school year, please talk with Christina.

Summer sessions will be billed at the beginning of each session.

### **Tuition Assistance**

Tuition assistance is available through Kids First from the City of Aspen.

Please call Cecelia Martin at 970-920-5769.

Tuition assistance can also be available through the Colorado Preschool Program if your family qualifies. Please contact Laura Swenson at 970-925-3760 x5001.

Tuition assistance can also be received through Social Services. Please ask Christina and she can help you navigate this system.

### **Returned checks**

If a check is returned for insufficient funds the parent/ guardian will be notified. The parent/ guardian will have five working days to pay the amount due. The amount due must be paid with a money order.

### **CPP Extended Day Fee**

CPP children that are enrolled for a full day will be charged an extended day fee. That fee will be decided based on tuition rates each year.

### **Make up day policy**

Your child can accrue as many make-up days per month as they are enrolled per week. For example, if your child is enrolled 4 days per week, your child will accrue 4 make-up days for absences. These make-up days do not roll-over to the next month. Please plan ahead if you need an extra day for your child.

### **Late fee**

A Late fee will be charged to the parents/guardians picking up children after their designated departure time. **This fee is assessed at the rate of \$1.00 per minute and is strictly enforced. The late fee is due at pick up and goes directly to the teacher whose schedule has been compromised.** If a child is periodically late being picked up, termination of the child's enrollment will be considered by the director.

### **Communication**

Woody Creek Kids will communicate with all parents and legal guardians about the child's experiences at our school, our policies and procedures, ongoing development of the child and billing issues. We will do our best to communicate all information in a timely manner. If there are family situations that we need to be aware of please don't hesitate to speak with us at your earliest convenience. We will help make accommodations to our methods of communication to meet your family's needs.

## **Parent Responsibilities**

### **Sign in**

Children **MUST** be signed in and out each day. Parents/ guardians must sign in upon arrival and sign out when picking up their child.  
**This is for the safety and welfare of your child and is a state requirement.**

### **Late Arrival/Late Pick-up**

If you arrive and your child's class is not there, please check the daily schedule and it will tell where the class is. Please call the class at 970-618-9984 that is out on the trip.

You are more than welcome to meet the class wherever they are.

If the child remains at school after closing time, the staff will call parents first then the names of individuals who are authorized to pick up the child. If no one is reached, the

staff member will call the director and the director will then contact the proper authorities. The staff member will remain with the child until the director arrives. The director will remain with the child until he/she is picked up.

### **Releasing children**

The office will maintain files that include the names, addresses and telephone numbers of individuals whom parents have authorized to care for the child, or pick up the child for them.

Caregiving adults who bring the child to, or remove the child must sign children in and out of the facility.

Children will not be released to anyone not authorized by the parent/ guardian or not indicated on a child's registration and emergency forms. Identification must be shown to the teacher or to the director before the child is released.

Children will not be release to minors under the age of 18! No exceptions will be made.

### **Parent Volunteer time**

We ask that each family be involved in their child's schooling. Check with your child's teacher or the Director on ways to be involved.

### **Withdrawals from the program**

We must receive written notice of your withdrawal from the preschool program 1 month in advance of your departure. Since we continue to reserve time for your child, you will be responsible for your tuition until we receive written notification for termination of services.

### **Student Observations and Parent Conferences**

Teachers will observe your child at play and in structured small group activities. Teachers plan the curriculum based on these documented observations. Through parent conferences, we provide a report about your child's progress in fall and spring. Fall conferences will be scheduled home visits.

The children will also create a portfolio that will show their growth in all areas of their development which will be presented to the parents at the spring conference. If there is a concern about your child, the parents and staff may schedule a meeting at any time to address this concern.

Daily communication will take place between staff and parents. An email with pictures of the children will be sent to each family.

Weekly lesson plans will also be sent to each family.

## PERSONAL BELONGINGS

Children should wear comfortable, washable clothing. DO NOT dress your child in clothing that you don't want to get dirty. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water and other sensory activities. We go outside every day, so dress your children for the weather, and send extra clothes. Good shoes are essential for climbing, running and walking. During the cold months, your child will need warm boots, warm coat, snow pants, a hat and mittens every day. Children may bring in a cuddly item to keep with them during naptime.

Please leave all money and valuable items at home,  
Woody Creek Kids is not responsible for any lost items

**All personal items must be labeled.**

## ILLNESS POLICY

Parents should check their child for illness before bringing them to school. Children must be well to attend school. We ask for your help in keeping all sick children home.

**There are three reasons to keep sick children at home:**

**The child does not feel well enough to participate comfortably in typical school activities such as playing, eating, sleeping and being part of the group.**

**The child requires more care than program staff is able to provide, without affecting the health and safety of the other children in the group.**

If the staff questions the health of a child at school, we will observe the child's symptoms for two to three hours documenting their behavior at school. If we find that they are not able to participate in the activities at school for the day, our staff will contact the parents and will need the child to be picked up as soon as possible. Our concerns are that the child is at ease and comfortable in a group situation, is not contagious, and does not require a one-on-one situation. At our discretion, we may exclude a child from school for any single or combination of symptoms including chronic cough, runny nose, fever, diarrhea, throwing up, or discomfort. Please respect and trust our decision, as we understand your child's needs best when he/she is at school.

Your child's exposure to, or exhibiting symptoms of any communicable disease (such as chickenpox, measles, mumps, whooping cough, strep throat, RSV, etc.) should be reported immediately to the Director. Your child's exposure to communicable diseases will be posted in the classroom to inform parents, and outbreaks of certain diseases will be reported to the Center of Disease Control. On the next page there is a list of illnesses, their symptoms and if a child should be excluded from school.

| <u>Symptoms</u>  | <u>Child Must Be at Home?</u>  |
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| <p><b>Diarrhea-</b><br/>Frequent, loose watery stools compared to child's normal pattern</p>   | <p><b>Yes-</b> May return to school 24 hrs. after last episode</p>   |
| <p><b>Fever</b> of 100 degrees or more with behavior changes or illness</p>  | <p><b>Yes-</b> May return to school 24 hrs. after child is fever free</p>  |
| <p><b>Flu Symptoms-</b><br/>Fever of over 100 degrees with a cough or sore throat<br/><br/>Other flu symptoms can include fatigue, body aches, vomiting and diarrhea</p> | <p><b>Yes-</b> May return to school 24 hrs. after child fever free and free of vomiting and diarrhea</p>                                 |
| <p><b>Coughing</b>-severe, uncontrolled coughing or wheezing, rapid or difficulty breathing</p>  | <p><b>Yes-</b>medical attention is necessary</p>   |
| <p><b>Mild Respiratory or Cold Symptoms</b><br/>Stuffy nose with drainage, sneezing, mild cough</p>  | <p><b>No-</b> May attend if able to participate in school activities</p>   |
| <p><b>Rash with Fever</b></p>  | <p><b>Yes-</b>seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p> |
| <p><b>Vomiting</b>-two or more episodes of vomiting in the past 24 hours</p>   | <p><b>Yes-</b>May return 24hrs after last episode</p>  |
| <p><b>Chicken Pox</b></p>  | <p><b>Yes-</b>Until blisters have dried and crusted (usually 6 days)</p>   |

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| <b>Conjunctivitis</b> -pink color of eye and thick yellow/green discharge | <b>Yes</b> -May return after 24 hrs. after treatment   |
| <b>Croup</b>  | Seek Medical Advice  |
| <b>Fifth's Disease</b>  | <b>No</b> -Child is not contagious once rash appears   |
| <b>Hand Foot and Mouth</b>  | <b>No</b> -May attend if able to participate in usual activities, unless the child has mouth sores and is drooling |
| <b>Head lice or Scabies</b>   | May return after treatment starts  |
| <b>Hepatitis A</b>  | <b>Yes</b> -until 1 week after onset of illness or jaundice and when able to participate in usual activities       |
| <b>Herpes</b>   | <b>Yes</b> -if area is oozing and cannot be covered, such as mouth sores   |
| <b>Impetigo</b>   | <b>Yes</b> -may return 24 hours after treatment begins   |
| <b>Ringworm</b>   | May return after treatment starts-Keep area covered for the first 48 hours of treatment                            |
| <b>Roseola</b><br>A child with a rash and no fever may return to school   | <b>Yes</b> -seek medical advice  |
| <b>RSV (Respiratory Syncytial Virus)</b>                                  | Seek medical advice. Once a child in the   |

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|  | group has been infected, spread of illness is rapid |
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| <b>Strep Throat</b> | <b>Yes</b> -May return 24 hours after treatment and the child is able to participate in usual activities |
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| <b>Vaccine Preventable Diseases-<br/>Measles, Mumps, Rubella, Pertussis</b> | <b>Yes</b> -until determined not infectious by the health care provider |
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| <b>Yeast Infections</b> | <b>No</b> -may attend if able to participate |
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## **NUTRITION & HEALTH**

### **Meals and snacks**

Parents will provide a two healthy snacks and lunch as well as a drink each day for their child. **Do not bring in fast food or soda for your child!!** Include an ice pack or heated thermos as we do not refrigerate lunches. If you need lunch ideas, please ask your teacher. Woody Creek Kids will cook with the children on a regular basis- parents will be notified when this will occur.

We are a Peanut and Allergy Aware School. Please be conscious of what you are packing in your child's lunch box and be respectful of others.

### **Immunizations and Health Reports**

Colorado State law mandates that ALL children who attend school must have a Health Report on file based on a physical examination within the last year by a medical provider and an up to date certificate of immunization at registration.

### **Nurse Consultant**

The State of Colorado requires licensed child care centers to have a monthly visit by a nurse consultant trained in the early childhood education rules and regulations. She makes visits with each classroom per month. The nurse consultant helps develop our sick policy, answers the teacher's questions regarding health and wellness, monitors the children's immunization records and is available on an as needed basis to assess sick children. They are also available to parents during school hours to consult about general health and wellness questions and specific illness concerns in young children.

### **Storing and administering medicines**

Medication prescribed for the individual child shall be kept in the original container bearing the original pharmacy label. This label shows the prescription number, name of the medication, date filled, physician's name, child's name and the directions for dosage administration.

Emergency medications such as inhalers, and epinephrine are kept unlocked, easily accessible to staff and out of reach of young children. These medications are available to staff to administer to children on an as needed basis.

### **Diapering and toilet training**

If your child is in diapers, you need to supply disposable diapers and wipes. Children in the process of potty training will be gently reminded frequently to try to use the toilet.

Health laws prohibit the use of potty chairs. Remember to supply LOTS OF EXTRA CLOTHES as it may take a period of time before a child is consistently using a toilet. If a child feels extremely uncomfortable using the toilet at school, the teacher will use diapers until the child is ready.

### **Second-Hand Smoke**

Woody Creek Kids is located on a smoke-free campus. An important job of the staff is to keep the children safe and out of harm's way. All children enrolled in Woody Creek Kids will be protected from secondhand smoke.

### **Safety**

#### **Emergency and Disaster Preparedness**

The staff is trained in an emergency procedure system called Safety Response Protocol.

This protocol focuses on 4 different procedures: Lockout(Secure the perimeter), Lockdown (Locks, lights, Out of sight), Evacuation(To a Location) and Shelter(for a hazard using a safety Strategy). Each month

The staff and children do drills to practice these emergency procedures.

Upon evacuation, The staff will exit with the sign-in sheet to take attendance once evacuated, first-aid kit, emergency supplies like diapers and wipes if re-entry to the school would be prohibited and any emergency medical information and medications that are needed for the children in their care.

If evacuation is necessary and return to school is not permitted parents will be contacted via email and group text. If needed a phone tree will be used to contact each family regarding the location of their child for reunification. When reunifying with families, if a person other than a parent would pick up the child, photo identification will be required.

### **Supervision of Children**

All children will be supervised by sight and sound at all times. The staff will be knowledgeable of the number of children who are in their care at all times. The staff will do a headcount of their class multiple times while in the classroom and on the playground throughout the day. While on field trips, a certain group of children will be assigned to each staff member, they will be in charge of their group of children during the trip. When the whole group reconvenes a headcount will be taken of all the children.

### **Lost Child**

If a child became lost, the staff would first search in all places possible at Woody Creek Kids. After, if the child was still lost, parents and emergency personnel would be contacted and continue search for child. If off-site, the Director, local authorities and parents would be notified to create a plan to search for the child.

### **Accidents/Injuries**

Accidents and/or injuries will be reported on an Accident Report form. Parents will be informed of the nature of the injury and have an opportunity to read and sign the form.

If a child is seriously injured or has an emergency situation, parents will be called immediately. If we are unable to locate the parents, we will begin calling contacts listed on the child's emergency information list. If an emergency exists and contact with the parents cannot be made, the child will be taken to the nearest medical facility by paramedics/ambulance. All **serious** injuries will be reported to the Department of Human Services within 48 hours.

### **Transportation**

Woody Creek Kids will transport children to and from school and on special field trips using the school bus. In the event of an emergency and evacuation from the school campus is needed, the school bus will be used. Children will be required to sit in their seat quietly with teacher supervision on the school bus. The staff will always remain in state required staff:child ratio while riding on the school bus. If a bus evacuation is needed, the director and staff will follow state guidelines including but not limited to being upwind of a school bus fire and hazardous spill, evacuating the children at least 100 ft from the bus and stay on the side of the road of oncoming traffic and notifying emergency personnel.

### **Field Trips and Other special activities including video viewing**

At time of registration, all parents must have signed off on field trips, video viewing, sunscreen and photo release. Woody Creek Kids' staff is always responsible for the supervision of children at school and during special events. The staff will always remain

in the state required staff:child ratio.

### **Visitors**

We welcome and encourage parents and volunteers to visit the school at any time. Keep in mind that visitors (including parents) will need to sign in at the office.

### **Reporting child abuse**

All childcare centers licensed in the state of Colorado are required by law to report suspected child abuse or neglect to Social Services (920-5350) or the police. If your child has any unusual birthmarks, please inform the staff at the time of registration so that it can be noted on the enrollment form.

Anyone who is attempting to pick up a child when visibly under the influence of alcohol or drugs will be asked to provide an alternate driver before the child is released.

### **Behavior Management/Discipline**

The classroom environment, schedule and curriculum are organized to allow children time and opportunities to practice acceptable behaviors. All children will be supervised at all times. The teachers position themselves physically in the room to monitor and anticipate behavior problems before they develop. Teaching staff will never use physical punishment nor engage in psychological abuse or coercion. We promote teaching the children how to work out their differences together. Expectations for behavior are made clear to children through simple, respectful and quiet language. Teachers will use techniques that divert inappropriate behavior and strategies that support acceptable student behavior. Teachers and support staff will model the kindness and respect we want the children to learn. If a child has recurrent behavior issues, the staff will meet with the parents. Should the problem continue, the staff may use different resources to provide support. Behavior plans may be created between the student, parents, staff including an early childhood mental health consultant. If further assistance is needed, staff can collaborate with other specialists to provide the child with the best environment to learn appropriate behaviors and develop. If a child is harmful to others or to the property of the school expulsion may be necessary. Expulsion could happen if the property of the school is damaged in the amount \$500 or more. **Our policy does focus on preventing expulsions and suspensions.**

## **GRIEVANCE PROCEDURES**

This process outlines a procedure to receive and address community complaints regardless of the origin of the complaint. The first step will always be to address the compliance with the Director. The problem is submitted to the Director meet with the person submitting the complaint to discuss the problem. If necessary, a plan is proposed to correct the situation. If an acceptable plan is agreed upon, it is followed and appropriate steps are taken to correct the problem. If an agreement is not reached, a written complaint is submitted to the administrative advisor who may decide the following: Devise an action plan developed with input from the person submitting the input.

If you believe a State Licensing Violation has occurred, you may file a complaint with:

Division of Child Care  
Colorado Department of Human Services  
1575 Sherman ST  
Denver CO 80203-1744  
1-800-799-5876 or fax 1-303-866-4453