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Rocky Mountain Children’s Discovery Center’s Mission	

Rocky Mountain Children’ Discovery Center provides a nurturing, stimulating, and safe environment for all children from six weeks

through twelve years of age. The center offers social and educational services through a wide variety of experiences, giving tools for success in life to children of all abilities and from diverse family backgrounds or cultures.

Rocky Mountain Children's Discovery Center is nationally accredited through NAEYC, National Association Education of the Young Child. This accreditation is reviewed annually and involves strict criteria to maintain accreditation.

Rocky Mountain Children's Discovery Center is registered with Colorado Shines. We are currently a Level 4 Quality Program through Colorado Shines with Level 5 being the highest.

Colorado Shines is a quality rating and improvement system that monitors and supports early learning programs. Its primary functions are to help participating programs and professionals improve their quality through assessment, training and tools, and to connect Colorado families with quality childcare.

Experts report that 90% of a child's brain development occurs by age five-a fact that explains why early learning is a critical part of childhood. Colorado Shines helps parents and caregivers find a quality early learning program, where professionals work with children to maximize their potential and start kindergarten ready to learn.

www.coloradoshines.com

Rocky Mountain Children's Discovery Center's Executive Director and Owner is Sharyl Boehm. Sharyl is co-owner of the center and has a Bachelor's Degree in English Elementary Education, a Masters Degree in Early Childhood Education. Sharyl also has many years experience working in Early Childhood Education prior to owning RMCDC. She has a Level 6 Early Childhood Professional Credential through Colorado Shines. She is a community coach in the Pyramid Model. Sharyl is an Early Childhood Instructor at Pueblo Community College She has also

been appointed to the Colorado Department of Early Childhood Rules and Regulations committee by Governor John Hickenlooper.

Rocky Mountain Children's Discovery Center's Administrator and Owner is Cheryl Gould. Cheryl is co-owner of the center and has an Associates Degree in Early Childhood Education along with experience in office management, accounting, billing and collections. She has a Level 5 Early Childhood Professional Credential. Cheryl has experience in being an Early Childhood Community Advisor and Mentor through Children First at Pueblo Community College. She has been certified in the Environmental Rating Scale for Infants, Toddlers, Preschool and Home Base Centers. She is also a community trainer in Early Childhood. Currently attending Adams State University for her BA in ECE

Administrative Assistant: Jennifer Contreras is the Administrative Assistant at Rocky Mountain Children's Discovery Center. She is Director Certified through the State of Colorado. She has her Early Childhood Professional Credential Level 3.

Our Philosophy

The Rocky Mountain Children's Discovery Center provides a research based curriculum. Children of all abilities, from infants through preschoolers are welcome to play, explore, develop and expand their repertoire of skills. Rocky Mountain Children's Discovery Center provides environments that foster all aspects of development through comprehensive and multi-disciplinary activities that enhance a child's opportunities for learning.

Active learning will provide the stepping-stones children need to master new skills and expand their horizons. Family and community partnership development is strongly emphasized. These partnerships open new ways to increase, expand, and enhance the potential of

each individual child. We believe children learn best through active experiences with materials, people, events and ideas.

Teaching teams facilitate learning environments through the application of training, knowledge, and research. Rocky Mountain

Children's Discovery Center is committed to the professional development of staff through in-service training and promoting higher education coursework.

Our Beliefs & Who We Are

We believe children learn best in a setting that respects, values and encourages all aspects of the physical, emotional, social and cognitive development of each individual child. We believe that children benefit from an interactive and play based approach to learning. We strive to provide a climate that is inclusive in nature and reflective of the diversity of each child and family. We believe that families provide the foundation for learning. We believe that children need key experiences and adult support to grow and learn. We actively encourage a partnership with family members to enhance the potential of each child. We believe that the Rocky Mountain Children's Discovery Center serves as a model in our community for collaboration and partnership development for the delivery of quality program services for children and families. We are proud of our status as an **Accredited NAEYC** preschool. We are proud to serve children who are enrolled in Early Childhood Special Education and in the Colorado Pre-school Program

Admission Policy Statement

Rocky Mountain Children's Discovery Center is a private, for profit child care facility incorporated in the state of Colorado to provide quality child care in a facility with a nurturing and protective environment.

Children must be 6 weeks of age to be enrolled. Children are placed in age and developmentally appropriate classrooms.

Children who are entering Kindergarten the following year will be enrolled at RMCDC in a Pre-Kindergarten classroom.

Children in 1st grade and above are eligible for the before and after-school program along with our summer camp program.

Classes will be filled on a first-come basis, then once full, those that wish may put their child's name on a waiting list.

We are an "In the Neighborhood" child care center who serve children of parents in the military through NAACRA and assist military families for child care subsidies.

Rocky Mountain Children's Discovery Center is handicapped equipped to fulfill special needs to the best of our ability and training. We will not jeopardize the peace of mind of our children's parents by accepting any child who is beyond the capabilities of our staff and this facility. Our facility meets the Americans with Disabilities Act (ADA) accessibility requirements. Accessibility includes access to our building, toilets, sinks, outdoor play space, and all classroom areas.

Registering Your Child

The center director or assistant director will personally review in an enrollment meeting all the forms required to enter your child in Rocky Mountain Children's Discovery Center. Feel free to ask questions at any point during the process or contact us concerning any questions which may arise as you go through this parent handbook.

Prior to acceptance for admission to the center, you must provide the following:

-Each child will have a physical examination; this physical must be done by a doctor, clinic, or public health services. This examination must be completed within 6 months prior to admission or 30 days following admission. Annual physicals are required annually.

-If physicals are not completed, Rocky Mountain Children's Discovery Center will have to expel the child according to Colorado Department of Social Service's Regulations.

-A validated immunization record which has been documented to meet appropriate health and center requirements.

-A completed Rocky Mountain Children's Discovery Center Information form with special attention to your child's preferences, allergies, medical conditions, languages and other child unique characteristics.

Teaching Staff and Their Qualifications

We at Rocky Mountain Children's Discovery Center take extra precautions in interviewing and screening our staff. Our staff must meet all the Colorado State requirements for Early Childhood Education and have an Early Childhood Teaching Certificate through the Colorado State Department of Early Childhood Department. All staff is finger printed and registered with the Colorado Central Registry and Colorado Bureau of Investigations and FBI. Staff member credentials are available for review upon request. Many of our teachers maintain an Early Childhood Professional Credential through Colorado Shines and are actively enrolled in Early Childhood Education coursework through Pueblo Community College and Adams State University. At least one staff member who has a certificate showing satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When the program includes swimming and wading and when a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times. All staff that comes into contact with children is at least 18 years of age and has completed high school or the equivalent.

Classrooms:

The **Honey Bee** classroom is our infant classroom (6 weeks-18 months). The infant classroom is staffed by an Infant Toddler

Supervisor, an Early Childhood Teacher and an Early Childhood teacher's assistant.

The **Lil Cub** classroom is our young toddler classroom (12 months – 24 months). This classroom is staffed by an Infant /Toddler Supervisor, an Early Childhood Teacher and an Early Childhood Teaching Assistant.

The **Elmo** classroom is our older toddler classroom (24 months -36 months). This classroom is staffed by teachers who meet the Early Childhood Teacher requirement.

The **Pooh Bear** Classroom is a mixed age classroom (2 ½ years-4 years). This classroom is staffed by teachers who meet the Early Childhood Teacher requirement.

The **Cookie Room** is a mixed age classroom (3 years to 5 year). This classroom is staffed by teachers who meet the Early Childhood Teacher requirement.

The **Caterpillar Room** serves children in the Colorado Preschool Program and Early Childhood Special Education.

Each classroom is arranged in activity centers. Each of RMCDC class rooms has an emergency exit door. These doors have one way locking. Our children can always get out but visitors can not enter them. Teaching staff supervise infants and toddlers/twos by sight and sound at all times. Our staff supervises children primarily by sight. Supervision for short intervals by sound is permissible, as long as our teachers check frequently on children who are out of sight (e.g. those who can use the toilet independently or who are napping).

SAMPLE DAILY SCHEDULE FOR PRESCHOOL/CHILDCARE CLASSROOMS

6:30-7:15	Open play
7:00-7:30	Prepare for breakfast

7:30-8:30	Breakfast
8:30-9:00	Open play/ Outside play
9:00-10:00	Individual Preschool class
10:00-10:30	Bathroom
10:30-11:00	Outdoor play time (weather permitting)
11:00-11:30	Individual Preschool class
11:30-11:45	Large group time
11:00	Infant/Toddler Lunch
11:15	Elmo Lunch
11:30	Pooh, Cookies, Caterpillars Lunch
12:30-1:00	Bathroom and brushing teeth
1:00-2:45	Nap time/quiet time. Children either sleep or lie quietly with a book or activity
2:45-3:00	Bathroom
1:30-2:30	Snack (depending on nap wake up)
3:30-5:00	Outside play time (weather permitting)
5:00-6:00pm	Indoor activities

Learning goals are developed for the children in the following areas of development.

Physical and Health

1. Teach healthy habits in hygiene

2. Build strong bodies through regular exercise, rest and nutrition
3. Encourage fine and large motor skills
4. Enforce physical manipulation of concrete objects
5. Develop coordination and strength

Social and Emotional

1. Foster positive self-concept
2. Develop social skills with the child's peers and environment
3. Develop self-expression and confidence
4. Develop cultural awareness
5. Build respect for each other and adults
6. Encourage the child to discover the world around them
7. Encourage responsibility and independence for the child' age level
8. To teach the children to accept success and failure

Intellectual (Cognitive)

1. Encourage the child to think, reason, question, and experiment
2. Develop curiosity and creativity through dual expression and free choice
3. Learn to appreciate music
4. Develop communication skills verbal and non-verbal
5. Develop language development through fun learning

Curriculum We use several different types of curriculum here. The main focus is centered on the Creative Curriculum approach. The philosophy behind this curriculum is that young children learn best by doing. Learning isn't just repeating what someone says; it requires

active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. With this curriculum the environment within the classroom drives the learning of the children. This curriculum identifies goals in all areas of development. These areas are social, emotional, cognitive, and physical.

Play provides the foundation for academic or "school" learning. It is the preparation children need before they learning highly abstract symbols such as letters and numbers. Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

Child Assessment:

Rocky Mountain Children's Discovery Center measures child's developmental growth through many different tools such as **Teaching Strategies Gold**. These tools are ongoing throughout the school year. Teaching Strategies Gold records developmental progress of your child through observations. Formally, parents receive assessment results twice a year through the parent/teacher conferences.

Teaching Strategies Gold: This assessment tool is a system that spans birth through kindergarten. This is an observational based tool to assist teaching staff in adapting their classroom environment and lesson plans to support growth and development of the children in their class. The assessment information follows the child all through the preschool years. Objectives address all the areas of development (social-emotional physical language, intellectual and the content areas of literacy, mathematics, science and technology, social studies and the arts.

Through our partnership with Canon City School District RE-1, the results of the above assessment tool is compiled and tracked for individual children throughout the community.

INFANT/TODDLER CARE

Teaching staff supervise infants and toddlers/twos by sight and sound at all times

All Staff are trained in **SAFE SLEEP** program and we have a commitment with the **Back to Sleep** model.

Parents who have children enrolled in the infant program are responsible for supplying some particular items. A list will be provided for you in the registration packet. Breakfast, lunch, afternoon snack, and milk will be provided.

There will be no attempt to engage in toilet learning for children before the age of 18 months. Every attempt is made to keep infants and toddler/twos together with their teaching staff for nine months or longer.

Children enrolled in either the infant or toddler classrooms need to bring a supply of extra clothes in case of accidents. All items brought from home must be labeled; i.e. bottles, pacifiers, clothes, diapers, etc. All formula and baby foods are provided by us. Our staff works with families to ensure that the food is based on the infants' individual nutritional needs and developmental stage. Breastfeeding is supported by accepting, storing, and serving expressed human milk for feeding. Bottle feedings may not contain solid foods unless the child's health provider supplies written instructions and a medical reason for this practice. Infants unable to sit are held for bottle feeding. All others sit or are held to be fed. Bottles are never given to a child while in a crib or bed. We don't prop bottles at any time. Infants and toddlers don't carry bottles, sippy cups, or regular cups with them while crawling or walking. Our staff will offer children fluids from a cup as soon as the families and teachers decide together that a child is developmentally ready to use a cup. Our staff can't offer solid foods and fruit juices to infants younger than 6 mo., unless that

practice is recommended by the child's health care provider and approved by the family. We don't feed cow's milk to infants younger than 12months, and we serve only whole milk to children 12 month to 24months.

All children in the infant/toddler rooms need a supply of disposable diapers. Diapers will be checked every 2 hours when child is awake and immediately upon waking and will be changed in designated changing areas.

INFANT/TODDLER SCHEDULES

Infants- All infants at RMCDC will be held while they are being fed. The amount of formula, breast milk, or solid foods that your infant consumes will be recorded daily and you will receive this information when you pick your child up. Diapers will be changed as needed with each event and type recorded. Mothers that are breast feeding may either come to the center to feed or submit an ample supply of breast milk to be fed to their infant if they elect not to use a supplement. Activities and educational toys are provided for all children to actively learn through play.

Toddlers- Proven activities and educational toys are used to keep your toddler advancing at their maximum potential by using Creative Curriculum. Constant supervision and training by skilled professionals will assist your child in developing motor and learning skills.

Sudden Infant Death Syndrome (SIDS)

Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission. **Pillows, quilts, comforters, sheep skins, stuffed toys, and other soft items will not be allowed in cribs or rest equipment for infants younger than 12 months. Children may not be swaddled. Only sleep sacs can be used with children in cribs for sleep time. We put**

all infants on their back to sleep. Our staff is trained in Safe Sleep annually.

Parent Participation at RMCDC

Parent/Staff conferences shall be held twice a year. A parent or staff member may request a conference at anytime there is a special concern for the child.

Teachers and families work together to help children participate successfully in the early childhood setting when professional values and practices differ from family values and practices. Staff or other families in the program encourage and support family members in taking on leadership roles.

It is the center's policy to have an open-door policy. This allows a parent to visit and observe the center at anytime it is in operation. It is suggested the parent notify the center first to make certain the staff and children are not on a field trip, or if a parent would like to join the child at lunch time we can prepare the appropriate servings. Activities, programs, field trips will be included in a monthly newsletter and will be posted through out the building. This allows the parent to be aware of the current happenings with the center.

We at Rocky Mountain Children's Discovery Center uses a variety of formal and informal strategies (including conversations) to become acquainted with and learn from families about their family structure; their preferred childrearing practices; and information families wish to share about their socioeconomic, linguistic, racial, religious and cultural backgrounds. We encourage communication between parents and staff members. Staff will use a variety of methods such as new family orientations, small group meetings, individual conversations, and written questionnaires which will help our staff get input from our families about our curriculum activities through out the year. Our program staff works with families to plan events. Family's schedules and availability are considered as part of this planning. If at any time a parent has a complaint or concern

concerning their child/children they are encouraged to discuss this complaint with the child's teacher. If resolution can not be made, the parent is to approach the director or the administrator. A parent/staff conference will be scheduled to address the complaint. If the complaint is concerning the facility itself and its operations, parents can contact the Department of Social Services and make their complaint known at any time.

We conduct 2 Family Surveys a year and appreciate your participation in the surveys. Results of the surveys will be shared with our families and will allow us to see areas that need may need improvements. Our staff encourages and support families to make the primary decisions about services that their children need, and encourage families to advocate obtaining needed services.

The RMCDC FACILITY PROGRAM STAFF PROTECT CHILDREN AND ADULTS FROM HAZARDS, INCLUDING, ELECTRICAL SHOCK, BURNS OR SCALDING, SLIPPING, TRIPPING, OR FALLING. FLOOR COVERINGS ARE SECURED TO KEEP STAFF AND CHILDREN FROM TRIPPING OR SLIPPING.

Confidentiality: Program staff provides families with a full explanation of confidentiality. Before sharing information about a child with other relevant providers, agencies, or other programs, staff obtains written consent from the family. All children's records are kept confidential along with any individual child's screenings or assessments in a secure cabinet in the central front office here.

Rocky Mountain Children's Discovery Center's Policies

Parental Releases -no child will be released to any person other than those named by the parent/guardian on the RMCDC Identification Card. We strongly recommend this information to be kept up to date to preclude inconveniences at pick-up time. Late fees will be charged if we hold your child because authorized pick-up arrangements were not made.

Medical & Dental Emergencies-

Parents will provide in writing the name of choice for their child's physician and hospital for Emergency Care. We will have immediate access to this information and arrangements for emergency transport and escort from the program will be made. There will be presence of an adult with current pediatric first-aid training certificate on-site at all times. We will have individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency. Emergency procedures will be followed by the appropriate protocol, which can be found posted in each room of our facility.

Parent Notification Procedures- A minimum of two names will be provided to RMCDC for notification purposes. If any one of those two named individuals will not be available for extended periods of time, we ask that an alternate be provided.

Late or After-hours Pickup- If late or after-hours pickup is anticipated, RMCDC requests to be notified at the earliest opportunity. If your child is not signed out by closing time for the Center which is currently 6 PM, you will be billed at a rate of \$4.00 a minute that you are late. In this case it is even more critical to call the Center and make arrangements; otherwise, we will begin to look for you through normal and emergency sources. Rest assured that we will care for your child no matter how long it takes you to accomplish pickup. If unable to contact person on identification card with-in 1 hour the local authority will be contacted. If there is an excess of three (3) late pick-ups, withdrawal from the program will be immediate.

Emergency Closings & Procedures-Every effort will be made to keep the Center open during unforeseen weather or other situations, however, if the Center must close due to the nature of the emergency, the staff will make every effort to notify the parent or guardian by phone, radio announcement and the TV. Be assured that your child will receive quality care from our staff until you arrive. RMCDC has in place a Fire Alarm System and we run monthly fire drills. We are trained on Natural Disaster evacuation procedures.

Rocky Mountain Children's Discovery is on the community alert system and follows **LOCKOUT, LOCKDOWN, EVACUATE AND SHELTER** emergency procedures.

LOCKOUT: secure the perimeter; lockout is called when there is a threat or hazard outside of the school buildings.

LOCKDOWN: locks, lights, out of sight. Lockdown is called when there is a threat or hazard inside the school building

EVACUATE TO A LOCATION: Evacuate is called to move students and staff from one location to another.

SHELTER FOR HAZARD USING SAFETY STRATEGY: shelter is called when the need for personal protection is necessary.

Transportation- Each child will have a parental permission in their individual files if a child is being transported. If the children are walking on a field trip they are instructed to walk in an orderly fashion and will be accompanied by the appropriate number of staff. No child is allowed to leave the center without a staff member.

Discipline- We at Rocky Mountain Children's Discovery Center believe that modeling good behavior and positive reinforcement encourage children to behave appropriately. At no time will corporal punishment be used. A short period of time "Thinking things over" may be required, then a conference with the director, and if behavior persists a conference will be scheduled with the parents. Any staff employed by RMCDC never use threats or derogatory remarks nor will they ever use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion.

Weather Conditions-The conditions in which children go outside is determined by our staff. It is stated in the Colorado Department of Human Services Regulations for child Care; "The program must include outdoor play each day except when the severity of weather, including temperature extremes, makes it a health hazard or when a child must remain indoors due to health reasons. Children of all ages have daily opportunities for outdoor play when "weather, air quality, and environmental safety conditions do not pose a health

risk." When outdoor opportunities for large motor activities are not possible because of conditions, the program provides similar activities inside. Indoor equipment for large motor activities meets national safety regulations.

Children wear clothing that is dry and layered for warmth in cold weather. They have the opportunity to play in the shade. When in the sun, our staff will apply skin protection that parents will provide that is either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that's applied to exposed skin.

Suspected Child Abuse-Should the staff at Rocky Mountain Children's Discovery Center suspect possible child abuse or neglect, observations and dates must be documented on the "Observation of Child" form. The staff member must inform the Director, who in turn must notify the County Department of Social Services or the local law enforcement agency. To File a complaint: 1-800-799-5876

Visitors-A visitor policy is and will always be posted at the entrance of the center. This policy states that all visitors must sign in upon entering the Center, state purpose of visit, and if new to the center, show at least one form of picture identification. Families may visit any area of the facility at any time during the program's regular hours of operation as specified by the procedures of the facility.

Child Accountabilities- Rocky Mountain Children's Discovery Center knows the where-about of all our children at all times. The child's where-about will be identified by being assigned to an individual teacher. A class list is posted outside each classroom.

Television/Video Viewing-Our center will use television/video viewing in moderation. There will be no viewing or programs that are not rated "G". All special activities will be announced ahead of time through a monthly newsletter and/or monthly calendar, or by a letter to all parents.

Field Trips- All field trips or special activities will be posted along with being written in the monthly newsletter and calendar. Those parents who bring their children late when the rest of the class or group is away will have to make other arrangements for their child for the time the group is away. If by chance another class remains

at the center while the other is away, the child who arrives late may join the class in session. If your child is not scheduled on the day of a special activity and would like to join us, you may accompany your child and meet us at the place where activity is being held. You must stay with your child. Or if space is permitting you may schedule your child for the extra day and pay the drop-in rate. While children are on field trips, a staff member will have a cell phone to call for help whenever necessary while on a trip, will also have first aid supplies and alternative transportation arrangements will be made if a problem arises with vehicles during the field trip.

Meals and Snacks

Breakfast-Breakfast begins at 7:30a.m. If you wish for your child to eat they must be in the building by 8:30am.

Snacks-Snacks are mid-afternoon. Snack time is integrated into the curriculum to help the children learn about nutrition of different cultures along with celebrating different holidays.

Lunch-Nutritional lunches are also served to meet state regulations and a menu is posted on a monthly basis and outside the kitchen door. Our program provides food for meals and snacks which are prepared, served, and stored in accordance with the **US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines.**

According to the Child and Adult Care Food Program all children under the age of two are served whole milk. All children over the age of 2 are served 1% milk. Any special diet milk requirement must follow the CACFP guidelines.

Our Teaching Staff sit and eat with children through family style dining and engage them in conversation at snack and meal times. We ask that your child not bring food into the building to eat. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. We are a nut-free school. For children with special health care needs or food allergies or special nutrition needs, the child's health care provider will need to

provide the program with an individualized care plan. Our program posts food allergies in the classroom.

Rest Periods-RMCDC provides your child with a cot to be used during rest time. This cot is at least 2 inches off the ground. We ask you bring a standard crib sheet to be used to cover the mat. Only your child will use his/her sheet. Please label the sheet with his/her name. RMCDC cleans these sheets weekly or sooner if necessary. If your child wishes to bring a small blanket or a small pillow for comforting, this is appropriate. Please keep in mind our limited storage space, if the articles seem too big, they will be returned.

By the Colorado State Regulations we must provide a 20 min. rest period for all preschool-age children remaining in the center longer than 4 hours.

HYGIENE-We ask that your child brings a small toothbrush with a toothbrush cover for storage and sanitation reasons. We also ask you bring a tube of tooth paste. Children brush their teeth after breakfast and lunch daily. Please keep from the bulky and large handle tooth brushes. Toddlers use only water with their toothbrush.

Children's Personal Belongings

Parents are encouraged to write the child's full name on all his/her belongings with laundry marker or name tape to prevent loss of articles. Each child will have their own personal bin in which they can store their belongings. There is lost and found in case the child's belongings are not labeled. We ask the parents not to let the child bring any valuables to the center. RMCDC is not responsible for missing clothing or lost articles.

HEALTH REGULATIONS

Your child's health is a matter of major importance to all of us here at RMCDC. A daily health inspection is given upon each child's arrival at school. We also contract with a Registered Nurse who meets with the staff on a monthly basis for any concerns they may have about a child in our care. The nurse also works with families and their physician when a health plan needs to be developed.

Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others if possible and you will be contacted.

If an illness prevents a child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children or if a child's condition is suspected to be contagious and requires seclusion as identified by public health authorities then the child is made comfortable in a location where she or he is supervised by a familiar caregiver. If the child is suspected of having a contagious disease then until she or he can be picked up by the family the child is located where new individuals cannot be exposed. The program immediately notifies the parent, legal guardian or other person authorized by the parent when a child has any sign or symptom that requires exclusion.

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and those families should implement at home.

Please keep your child home if he or she

- has a fever of 101 or above or has had one during the previous 24-hour period
- has a cold that is more than four days old
- has a heavy nasal discharge
- has a constant cough
- is fussy, cranky, and generally out of sorts
- is just tired. Rest at such times may prevent the development of serious illness.
- has symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify the school at once if the child does have a

communicable disease.

Readmitting Guidelines:

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until 1) a physician has certified that the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the program or 2) the symptoms have subsided.

FEVER: Auxiliary or oral temperature: 101 degrees or higher. especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash. OUT 24 HOURS

RESPIRATORY SYMPTOMS: Difficult or rapid breathing or severe coughing: child makes high-pitched croupy or whooping sound after he coughs, and child is unable to lie comfortably due to continuous cough.

DIARRHEA: An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting. OUT 24 HOURS.

VOMITING: Two or more episodes of vomiting within the previous 24 hours. OUT 24 HOURS

EYE/NOSE DRAINAGE: Thick mucus or pus draining from the eye or nose.

SORE THROAT: Sore throat, especially when fever or swollen glands in the neck are present.

SKIN PROBLEMS: Rash: skin rashes, undiagnosed or contagious. Infected sores; sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.

ITCHING: Persistent itching (or scratching) of body or scalp.

APPEARANCE/BEHAVIOR: Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, and difficult to awaken.

CHICKEN POX: Exclude until all the blisters have dried into scabs; about 6 days after rash onset.

CONJUNCTIVITIS (PINKEYE): Exclusion necessary. OUT 72 HOURS

FIFTH DISEASE: No exclusion necessary.

HAND, FOOT, MOUTH DISEASE: Exclude until fever is gone and child is well enough to participate in normal daily activities (sores may still be present)

IMPETIGO: Exclude until sores are healed or can be covered with bandages, or until child has been treated with antibiotics for at least a full 24 HOURS

LICE (HEAD): Exclude until first treatment has been completed and no live lice are seen.

MEASLES: Exclude until 4 days after the rash appears.

MUMPS: Exclude until swelling subsides, usually 5 days but may be as long as 9 days after swelling begins.

PERTUSSIS (WHOOPIING COUGH): Exclude until 5 to 7 days after antibiotic treatment begins.

RESPIRATORY ILLNESS (FEBRILE): Exclude until child is without fever for 25 HOURS and is well enough to participate in normal daily activities.

ROSEOLA: Exclude until rash is gone.

RUBELLA (GERMAN MEASLES): Exclude until 5 days after rash appears.

STREPTOCOCCAL SORE THROAT, SCARLET FEVER: Exclude until at least 24 HOURS after treatment begins and child is without fever for 24 HOURS.

YEAST INFECTION (THRUSH): No exclusion necessary unless an unusual number of infants are infected.

Consult your local or state health department or child's physician for exclusion guidelines for hepatitis A, meningitis, or other infections not described in this manual. Special exclusion guidelines may be recommended in the event of an outbreak of an infectious disease in a child care setting. Consult your local or state health department when there is more than one case of a communicable disease.

Inadequately immunized children: If a case of Measles, Mumps, or Rubella, Pertussis, Polio, or diarrhea occurs in the child care setting, children who are inadequately or incompletely immunized will be excluded for the communicable period of the disease. This exclusion is necessary because these children may become infected and contribute to further disease spread. This exclusion also applies to children who have not been immunized for religious reasons.

Your child may come to school:

- if a cold is over, but a minor nasal drip remains
- if there has been an exposure to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we can not reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent, the physician, an ambulance, or paramedics, the Director or Administrator or an

assistant will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The school will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

Rocky Mountain Children's Discovery Center does have a pediatric physician and a dentist on call for any concerns or questions we may have concerning a child or any medical concerns that need to be addressed.

All prescriptive and non-prescriptive medications and individual special medical procedures are provided only under written order and a prescription from a physician, to the child's parent/guardian or to the center, with the knowledge and written consent of the parent/guardian.

Medications are kept in the original container which bears the original pharmacy label showing the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. When no longer needed, the medication is returned to the parent or guardians or destroyed.

All medications are kept in a locked cupboard out of reach of the children.

Any drug container having a detached excessively soiled or damaged label is returned to the parent for re-labeling by the pharmacist.

Medication shall be dispensed and a record made only by persons designated and trained to do so. The parent must be informed when any medication is given. The schedule of medications and individual child's record or medication given will be found at the center.

Rocky Mountain Children's Discovery Center's Schedule of Cost

Rocky Mountain Children's Discovery Center does accept credit cards through the SQUARE credit card program. A 2.75 % usage charge will be added to your total charge if you decide to use your credit card. This fee is what we are charged for each Square swipe of total amount of payment paid. Company or personal checks are accepted and must be made out to RMCDC for the exact amount. A \$25 fee will be charged for any returned checks along with permanent loss of personal check privileges. A statement from the bank will be required to verify bank errors. Should your privilege to pay by check be revoked, all payments must be made by cash or certified funds.

Registration

There is a \$40.00 annual registration
Family Registration for 1 or more children \$75.00
Activity Fee per child \$30.00
These fees will be assessed up enrollment and annually thereafter.

Childcare Care Rates: (preschool time included)

Full Time (over 5 hours) Weekly	Part Time (under 5 hours) Weekly
5 days-\$130.00	5 days-\$115.00
4 days-\$116.00	4 days-\$104.00
3 days-\$90.00	3 days-\$81.00
School Age: Before school (6:30-8:30am) is \$6.00 an hour After school (3:30 -6:00pm) is \$6.00 an hour	

Drop-In Rate (for non-scheduled days) is \$33.00 a day.

Children who attend part time will be charged \$6.00 per hour after their time goes past part time.

Summer School Age Program: Kindergarten and above
\$25.00 per day plus activity fee

Preschool Age (ages 3 and toilet trained through age 5)

Hour's Preschool program is offered:

Morning Preschool:

Monday thru Friday 8:15 a.m. to 11:15 for the

Infant/Toddler Tuition Fees: (6 weeks through age 36 months not toilet trained)

\$30.00 per full time day

\$22.00 per part time day (under 5 hours)

Drop-In Rate (for non-scheduled days or if a child is enrolled fewer than three days per week) is \$33.00 a day.

Colorado Child Care Assistance Program through Fremont County Department of Human Services is a program offered to parents to supplement the cost of their child care and preschool. If you are enrolled in this program, you are responsible for a Parent Fee each month that is due by the last working day of the month. A late fee of \$20.00 will be added to your account if Parent Fee is received late. This program allows each child 5 absences each month, if absences extend past the 5 that are allowed, the parent(s) will be responsible for these excess absences.

Parents are required to check in and out their child using the Point of Service machine located in the front office of the center. Families who chronically forget to use the machine may lose their enrollment at RMCDC and DHS status. The center is not allowed to hold or keep a families card on the premises.

Colorado Preschool Program Children (CPP & Early Childhood Special Education (ECSE))

Children participating in the CPP or ECSE services attend preschool for 180 hours per semester and follow the Canon City School calendar so if there is no school for the district we will not be having preschool. Holidays and public school breaks are not included in their paid time. If you wish to bring them to the center during holidays or public school breaks and holidays, you may make arrangements to pay tuition. These programs are scheduled from September through May each year.

CPP and ECSE (per Individualized educational plan) allows your child 5-10 hours per week, if your child is here more than 10 hours, you will be charged our hourly rate. Both programs are determined through Developmental Screenings offered through ECHO & Family Center Early Childhood Council. To schedule an appointment for a screening you may call 276-6174. This screening is at no charge to parents and is available to the community on a monthly basis. The screening includes a developmental, vision and hearing.

Billing and Late Charges

Tuition can be paid monthly, bimonthly, or on a weekly basis.

All weekly tuition is due on or before the Friday prior to the following week. A late charge of \$20.00 will be added to your account if tuition is not received by the previous Friday. All monthly tuition will be due on RMCDC's last working day of the month.

If there are any changes in billing a written notice must be given to the Director immediately in order for changes to be considered for accommodation.

RMCDC enforces parents to pick up their child/children on time. The center opens at 6:30am and closes at 6:00pm and should not be abused. A late fee of \$4.00 per minute for every minute exceeding 6:00pm will be added to the child/children's tuition. Three (3) late pickups are considered excessive and will result in immediate withdrawal from program.

If a child attends more than ten (10) hours in one (1) day a six (\$6) dollar per hour fee will be added to each child's tuition.

Non Payment Policy

Non Payment Policy: If your payment is two weeks late, we have the option to withdraw your child until payment is made.

Vacation/Sick Policy

Tuition is charged whether your child attends or not on their regular scheduled days. The general rule is: your child is allowed the number of vacation days a year that they are enrolled weekly. If your child is scheduled 5 days a week, he/she is allowed 5 vacation days, if he/she is enrolled 3 days a week, then he/she is allowed 3 days yearly for vacation etc. If your child is sick and you wish to use a vacation day, we must be notified that very same day.

If tuition is paid by Colorado State Child Care Assistance Program, you are responsible for the tuition charges that are not paid by the Child Care Assistance Program. This includes any excess absenteeism.

Unscheduled Days

Parents may not trade scheduled days for non-scheduled days. If you need to schedule an extra day for your child, you may call and ask if there is an opening in his/her class for that particular day. This extra scheduled day will be billed as a drop-in rate of \$33.00. Infant/Toddler classrooms scheduled rate is \$33.00.

Schedule Change

Children's schedules may not be changed without written request and approval by the Director or Administrator of Rocky Mountain Children's Discovery Center. A schedule change form must be filled out. These forms are available in the office.

Withdrawal Policy

In order to withdraw your child, we must receive a written two week notice prior to withdrawal. If we do not receive this notice, two weeks

of tuition will be charged to your account and is due immediately whether your child attends the center or not.

Summer Activity Fee

Rocky Mountain Children's Discovery Center has a special summer program. This program starts June 1st and ends August 30th. The program includes an activity fee to help cover expenses of swimming, crafts, science, and cooking supplies along with transportation to and from the swimming pool for the school age summer camp. The amount of the activity fee will be disclosed to you by May 1st of each year.

Holding Fee

If you wish to withdraw your child for the summer and re-enroll him/her in the fall, you may pay a holding fee of the center's full time weekly rate per month.

Computer Registration and Billing

RMCDC uses the CCM Turbo Plus Software to speed the data management and billing process. Your RMCDC Billing Statement is placed at the front desk on every Wednesday or will be e-mailed to you if you provide us with an e-mail address. Please take time to pick up your statement and review it carefully and bring to our attention any problems or discrepancies.

WE PROMOTE QUALITY THROUGH THE COLORADO SHINES PROGRAM AND ARE CURRENTLY A LEVEL 4 PROGRAM. THE OBSERVATION TOOLS WE USE ARE FROM A NORM BASED PROGRAM CALLED TEACHING STRATEGIES GOLD. TEACHING STRATEGIES GOLD IS AN OBSERVATIONAL BASED TOOL TO ASSIST TEACHING STAFF IN ADAPTING THEIR CLASSROOM ENVIRONMENT AND LESSON PLANS TO SUPPORT GROWTH AND DEVELOPMENT OF THE CHILDREN IN THEIR CLASS. IT ALLOWS EARLY CHILDHOOD

EDUCATORS TO RECORD THE DEVELOPMENTAL PROGRESS OF CHILDREN FROM BIRTH THROUGH KINDERGARTEN.

WE ALSO STRIVE EVERY YEAR TO BE ACCREDITED THROUGH THE NATIONAL ASSOCIATION OF THE EDUCATION OF THE YOUNG CHILD. www.naeyc.org

The Center's license is displayed in the front office on the wall before going into the main part of the center.

ALL THE STAFF AT ROCKY MOUNTAIN CHILDREN'S DISCOVERY CENTER BELIEVE "PUTTING YOUR CHILD FIRST". OUR SCHOOL ADMITS STUDENTS OF RACE, COLOR NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS AT THE SCHOOL. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL AND ETHNIC ORIGIN IN ADMINISTRATION OF OUR EDUCATIONAL POLICIES AND OTHER CENTER ADMINISTERED PROGRAMS.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large

print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;**
- (2) fax: (202) 690-7442; or**
- (3) email: program.intake@usda.gov.**

**Rocky Mountain Children's Discovery Center
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Facebook www.rmcdckids.com
License # 04394**

Twelve Ways Parents Can Support Their Child's Teacher

1. Make sure your child is well fed and well rested.
2. Drop off and pick up your child on time. If you must be late or absent, call and let your provider know.
3. Say thank you frequently. Show appreciation with a small gift, gift certificate, or flowers. Have your child draw a picture for your provider or make a thank-you note.
4. Read a book to the children for your provider. Share one of your interests, something about your culture, or a talent you possess. Offer to assist on a field trip.
5. Offer to volunteer in your child's classroom with the children.

6. Treat your provider professionally. Be prompt with payments and considerate of non-working hours.
7. Adhere to policies. Read information sent home.
8. Arrange a backup plan for when your child is sick or your provider needs time off.
9. Allow adequate time at drop-off and pickup for your child to make the transition from one caregiver to another. Talk to your child's teacher about his/her day.
10. Appreciate that your provider is caring for a group of children.
11. Share information that will assist your provider in caring for your child (for example, a parent being out of town for an extended period or the results of developmental screening).
12. Communicate early about concerns, before resentment builds.



