



Parent Handbook



*Offering Exceptional
Early Childhood Education*

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Welcome to Highlands Ranch Learning Center!

We feel honored to be entrusted with the care of your child and it is our desire that you feel comfortable and genuinely satisfied with your decision in choosing our Center. We believe that you will be impressed with the individual attention, concern and kindness shown to your child. The Parent Handbook is designed to provide our parents with a general understanding of various programs and policies. Should you have concerns regarding the content of this handbook, please feel free to stop by the front office for further clarification.

We want to thank you for choosing our facility and we look forward to serving you and your child in the years to come.

Information About Us

Our school opened in 2000 and is licensed by the State of Colorado. All of our policies and procedures meet or exceed the Colorado State Standards. Policies and procedures are developed by the Board of Directors of Bradford Early Education and are implemented by the on-site Director.

At our Center we understand that children learn and grow at their own pace. Together with parents, we can help children enjoy learning by allowing them to solve problems, complete goal-oriented tasks, be creative, get along with others socially, and enjoy school and friends. Parents are encouraged to help their children adapt to his/her new surroundings. This can be achieved by displaying a positive attitude towards the school and teachers, discussing daily events, and bringing home and actively participating in your child's various projects. Please notify us of any life changes or upsetting situations in your child's life, so that we may help your child work out any problems through the channels of conversation, goal-oriented activities and play.

Center hours of operation are 6:30 a.m. to 6:30 p.m.*, Monday through Friday. Parent comments and suggestions and daily involvement will ensure that our Center maintains the highest quality of care possible for your child. At our Center, your child will not only learn, but also will gain independence, discover more of the world around him/her, make new friends, and have fun in the process. Thank you for choosing Highlands Ranch Learning Center and feel free to stop by any time to observe, have lunch, or just hug your child. You are always welcome!

**6:00 p.m. for children in our Infant, Toddler, and Junior Preschool rooms.*

Bradford Early Education

“Excellence in Developing Young Spirits, Hearts, and Minds”



Mission Statement

Our mission is to provide a creative learning foundation for children. We strongly believe that a positive early childhood experience provides a foundation for a successful life. We strive to provide an optimal, developmentally appropriate learning environment in which every child can experience success and develop independence and confidence. We believe that children are on their own developmental journey and that children should be challenged based on their individual interests, needs and capabilities. We endeavor to prepare our children for their academic careers by using scientific principles and empirically supported methods. It is our goal to prepare our children by fostering self-sufficiency, assurance, and positive social Core values. We believe that the children in our care will be prepared for both academic and social success.

About the B.E.E. shield:

- *Shield: Safe and Secure Environment*
- *Acorn: Strong, healthy growth*
- *Heart: Emotional, loving, nurturing atmosphere*
- *Book: Educational, appropriate curriculum*
- *Horse: Exciting activities, meaningful relationships*
- *Lamp of Knowledge: Instill a passion for lifetime learning*

B.E.E. Curriculum™

One of the most important foundations to any school or educational institution is an engaging curriculum and an effective instructional program. Research shows that at least 85 percent of a child's brain development occurs by age five. This information confirms that high-quality child care that addresses cognitive learning, motor skills, language development, and social/emotional needs increases the likelihood that a child will have greater success in their elementary years.

Bradford Early Education (B.E.E.) takes their curriculum very seriously and has chosen to create its own B.E.E. Curriculum. Our comprehensive B.E.E. Curriculum places a strong emphasis on learning through play. Developmentally appropriate play is what inspires young children to be passionate about their learning. We researched numerous commercially developed toddler curricula, none of which included every area of development that Bradford Early Education considers imperative nor did they meet our high expectations of early childhood development. Therefore, we have made a commitment to research and develop our own in-house curriculum program that thoroughly encompasses all areas of the development for one and two year olds, and one that mirrors Bradford Early Education's mission, vision and values. In addition, we have selectively implemented highly respected curricula for our three, four and five year olds including Core Knowledge®, Handwriting Without Tears®, and Food Friends®.

The Core Knowledge Sequence is a set of model guidelines describing fundamental competencies and specific knowledge that can provide a solid, coherent foundation for later learning in Kindergarten and beyond. The following focus areas are a base for the B.E.E. Curriculum for Preschoolers and Pre-Kindergarten;

History (Time) and Geography (Space) • Science and Sensory
Social and Emotional Development • Music and Art Appreciation

Handwriting Without Tears® is an award-winning program developed in response to an overwhelming request for hands-on teaching materials and strategies to make learning both fun and easy for Preschool, Pre-Kindergarten and Kindergarten students. It utilizes a multi-sensory approach that addresses different learning styles and invites active participation while teaching the easiest skills first and then building on that knowledge. There is no assumption of prior knowledge, which allows for every child to succeed.

Developed at Colorado State University in the Department of Food Science and Human Nutrition, Food Friends® is a highly researched program designed to promote healthy eating habits and enhance gross motor development among preschool children ages 3-5 years.

Our early childhood teachers are specially trained and have spent time observing experienced teachers. Continuous meetings to train, share and plan ensure that our staff continues to develop their teaching skills and incorporate new ideas and methods for implementing our B.E.E. Curriculum. Each age group has a targeted set of goals to focus on each month. Beginning in Jr. Preschool, teachers prepare bi-weekly or weekly lesson plans which target the specific skills being introduced and reinforced that week. Our goal is to ensure that the children who attend our centers receive the best possible preparation for entry into elementary school.

Programs By Age Group

Infants

Ratio: 1 Teacher/4 Children

This program is available for infants from 6 weeks to 12 months of age. Our “B.E.E. My Baby” curriculum believes a warm loving environment and positive interactions foster an infant’s sense of trust and self-esteem. Daily routines and sensory experiences are used to promote listening and language skills. This enables an infant to learn about the world around them. Play activities include interactions that focus on the development of large muscles for sitting, crawling, standing, walking and small muscles for grasping, reaching, holding, and picking up objects. Extra loving care and constant monitoring make our program the special environment found only at our Center.

The Center employs only those teachers that demonstrate loving and qualified care. Extra attention is given to the cleanliness and safety of this special program. Our teacher-to-student ratio of one teacher (with a nurse consultant on call at all times) to every four children not only conforms to, but also exceeds the state guidelines. For your child’s safety we require each family to bring in their own formula, cereal and baby food. The program supplies table food as needed. Children will, in most cases, graduate to the Toddler program within one month of their first birthday.

Evaluations at this age are developmental milestone checklists.

Toddlers

Ratio: 1 Teacher/5 Children

Our Toddler program is designed for children 1 to 2 years of age. By using our “Busy B.E.E.’s” curriculum, we provide toddlers with activities that allow them the flexibility to experience social relationships with children their age; and to explore and learn about the world around them. Classroom space and materials are designed to support a toddler’s need to physically explore, to discover and to be independent. Toddlers are encouraged to participate in daily routines to develop self-help skills and to feel good about themselves. They are introduced to basic colors, shapes, numbers, songs, rhymes and sign language. Activities provide repeated opportunities with sensory experiences that help develop large and small muscles, while promoting thinking and communication skills. Staff members reinforce positive behaviors, set limits, and are consistently available to support the toddler’s conflicting need for independence and comfort.

Evaluations at this age are developmental milestone checklists and a yearly portfolio.

Junior Preschool

Ratio: 1 Teacher/8 Children

Our B.E.E. Curriculum continues to engage your child in the Junior Preschool program, “B.E.E. Your Best in Jr. Preschool”. Your junior preschooler will learn early preschool concepts and skills such as colors, shapes and numbers and also discover possibilities in art, sensory, music, literature, rhymes, finger plays, language and listening, dramatic play and large motor skill games. We encourage developing social skills through interactive play. A significant focus of this program is to help children master toilet training supported by positive encouragement from the teachers.

Evaluations at this age are developmental milestones checklists and a yearly portfolio.

Preschool

Ratio: 1 Teacher/10 Children

This program is for preschool children from 3 to 4 years of age. Each teacher uses the “B.E.E. Your Best in Preschool” curriculum as a foundation for lesson plans and then individually tailors those lessons to fit needs of children in their classroom, while providing an educational and emotionally stable learning environment. Lesson plans incorporate all developmental areas that include language, pre-reading, pre-writing, math, science, music and movement, cognitive development, large/small motor skills and social community development. Classroom space and materials are organized in distinct interest centers to support young preschoolers’ initiative to practice their new skills, test things out, and express their ideas and feelings. Centers are set up to encourage children to select activities, engage in hands-on exploration, and develop the ability to play cooperatively. Small motor skills and hand-eye coordination continue to be strengthened through art, sand and water play, as well as work with manipulative toys and blocks. Language arts activities are used to increase familiarity with the meaning of letters and words (emerging literacy) and to foster ideas of reading as a fun activity. Playground space and various outside activities provide your child with fresh air and the freedom for more active play.

Evaluations at this age are, a yearly portfolio and developmental milestones checklists.

Pre-Kindergarten

Ratio: 1 Teacher/12, 15 Children

When children reach the Pre-Kindergarten classrooms, they begin to develop their school readiness skills - building independent work habits, functioning and working constructively in a group setting using appropriate social skills, demonstrating correct pencil grip and beginning to develop phonetic discrimination skills. “B.E.E. Your Best in Pre-Kindergarten” continues to incorporate history and geography, music and art, as well as autonomy and social skills through Core Knowledge® and adds a physical education program of Food Friends® called Get Movin’ with Mighty Moves®. To prepare for kindergarten, the specially trained pre-kindergarten teachers build an educational foundation by teaching core skill areas. To facilitate strong, confident penmanship the teachers utilize the nationally recognized program, Handwriting Without Tears®

Evaluations at this age are trimester “B.E.E. Ready for School” assessments and a yearly portfolio.

Private Kindergarten

Ratio: 2 Teachers/25 Children

Our kindergarten program combines a high-quality, structured education with individual attention in a full day program. Staff interaction focuses on assisting students to organize information that they gather, develop and understand number concepts, practice reasoning/problem solving, and to improve language skills. Reading and writing skills, which include phonics, sight vocabulary, comprehension and basic grammar, are emphasized throughout the year. The Center works with families to make sure each and every child begins his/her academic career with a positive experience and a strong foundation. Our program is taught by a state qualified teacher who holds a college degree in Education.

Regular progress reports help you track your kindergartner's progress as will parent-teacher conferences and scheduled student assessments.

Summer Camp

Ratio: 1 Teacher/15 Children

The summer camp program is for children who attend public or private school and have completed kindergarten up through age ten. The program is designed to allow children to participate in fun and enriching social activities and events during the summer months. The program includes lunch and snacks. Cost of events and field trips are included once you have paid the activity fee, although we may schedule a fundraiser during the summer to help cover the cost of certain trips. Field trips include museums, educational activities, nature outings, tours of various facilities, historical and government trips.

Emergency Procedures

In all situations, our primary focus is to protect our students and staff from injury and harm. Working as a team with open communication, we can better manage emergency situations effectively thus providing for the safety and security of all students at the Center. In order to accomplish this goal, we have created the following procedures:

Evacuation

If there is a significant danger such as a fire, smoke, gas leak, chemical spill inside the building. The most common evacuation is a fire drill. We conduct a fire drill, approximately one per month. The procedure is as follows:

- All students and staff leave and go to a designated staging area away from the building.
- Designated areas are assigned for each classroom and classroom lists are checked and verified. The administrative team will check all rooms to make sure every child is out of the building. Evacuation plans are posted in each classroom.
- Everyone must remain outside until the all-clear message is given.
- In the event a longer-term evacuation from the building and the area is necessary, arrangements will be made to transport the students and staff to:

Peak Athletics
399 Dad Clark Drive
Highlands Ranch, CO 80126

- A sign will be posted on the front door of the Center notifying parents of the evacuation along with the address and phone number where students and staff have been relocated.
- Office staff will make every attempt to contact parents.
- Students will only be released to parents or people on the emergency card with proper photo ID.

Secured Perimeter

The perimeter of the building will be secured when a situation is occurring outside of the building that may cause a threat to students. (For Example: A robbery takes place in the neighborhood and the perpetrator has not been apprehended.)

- All children outside the building will return to classrooms.
- All exterior doors closed and locked.
- Access in/out of building controlled by Administrative staff.
- Normal educational program continues.
- Students will only be released to parents or people on the emergency card with proper photo ID.

Lockdown

A lockdown will occur in a situation when there is a significant risk or dangerous person inside the building that may cause a threat to students.

- Law enforcement will be contacted IMMEDIATELY.
- All students and staff inside locked building will seek shelter in a room or office.
- Outdoor activities are to move away from the building and seek shelter.
- All exterior and interior doors locked. No access in/out of building. NO EXCEPTIONS.
- No dismissal until situation is resolved and law enforcement have given the all clear.

If possible, a sign will be posted on the front door stating the building is in lockdown.

Threatening Weather Conditions

Shelter-In-Place

When there is a dangerous weather event, tornado reported, or a hazardous material incident in the immediate area.

- Administrative staff monitor the weather
- Staff and students go to designated “safe spot” in building.
- Outdoor activities come inside the building
- Students will only be released to parents or people on emergency cards with proper photo ID.

Snow Closure / Delayed Start

To find out if the Center is on “delayed start” due to severe weather conditions, parents need to:

- Go to our website; www.HighlandsRanchLearning.com and look at the red banner
- Receive an update via email from: SchoolNews@HighlandsRanchLearning.com
- Watch Channel 9 television or go to www.9news.com

School will start at the time designated. Children should not arrive until that time.

***In the event an early closing is necessary, parents will be contacted to make arrangements to pick up their child by a designated time. The Center will not close its doors until all children have been picked up.

Note: There will be no deductions from, or credits to, tuition for closing due to weather conditions.

Important Information

Accidents/Injuries

As a precaution, teachers and office staff are trained and certified in CPR, First Aid, and Universal Precautions.

For a minor injury, an accident report will be completed and the necessary first aid treatment will be applied (Band-Aids, ice, etc.). Please note that we are not able to dispense any first aid ointment, cream, lotion etc. due to State regulations. If the injury appears that it may require medical attention, we will contact you immediately or your emergency contact if you cannot be reached.

If a child becomes seriously injured while at the Center, paramedics will be called first then the parents will be notified. If we are unable to contact you, your emergency contact(s) will be notified.

Admission and Registration

The Center admits children on a space-available basis. The registration fee must be paid to reserve a spot and all registration paperwork must be completed before a child may begin enrollment.

Allergies

It is of utmost importance that we be informed of any allergy your child may have upon enrolling at the Center. Please note all allergies on your child's "Personal Records Form" and Emergency Contact Card.

If your child has any severe allergies, (i.e. peanut butter, shellfish, berries, or bee stings) you will be given a "Severe Allergy Packet" which will need to be filled out by you and your health care provider so that we can take the appropriate precautions. You will also be asked to provide an Epi-Pen (Epinephrine) and an antihistamine, which will be kept on hand and administered only in the event of emergency (anaphylactic shock, etc.).

Biting

Biting can occur as a result of illness or discomfort (such as ear infections or teething), or as a means of expressing emotions (such as anger, jealousy, or even happiness). It can be deliberate or experimental in nature. Biting behaviors are documented by the teachers. Typically, parents of the biter and the child who was bitten are informed and confidentiality is otherwise maintained at all times. Please note that if the biting becomes a pattern which we cannot break (which may include a bite that is extremely severe and/or breaks the skin), such behavior may lead to immediate disenrollment for the safety of the other children and staff at the Center.

Child Identification/Classroom Attendance

Each classroom has qualified teachers that verify attendance on a half hour basis within their classroom to identify where children are at all times. Children have a name to face head count taken after each transition. The classroom teachers ensure that each parent or legal guardian is identified and documented as the person picking up upon leaving the classroom with their child daily. The center Director or Assistant Director will also make periodic head counts throughout the day.

Choking Hazard Accessories/Teething Necklaces

For the protection, health and well-being of the children at the Center, CDHS does not allow choking hazard accessories in classrooms with children under the age of 3 years. Although all children in the Center are closely supervised, it only takes a moment for a child to get a hold of a choking hazard accessory and attempt to put it in their mouth. Examples of choking hazard accessories include, but are not limited to:

Teething Necklaces Hair Ties/Rubber bands Bows/Barrettes Earrings

When necessary, the administrative team will determine how to manage choking hazard accessories brought in or worn by a child.

Cold Weather

When the temperature is above 32 degrees, outside play will run on a normal schedule. When the temperature is between 20 and 31 degrees, children will go outside on a reduced time schedule unless surfaces are too icy. When the temperature is below 20 degrees, children will not go outside. Children are encouraged to bring and wear cold weather appropriate clothing such as hats, coats, snow pants, mittens and boots.

Complaints Concerning Child Care

If you have a concern regarding the Center you are encouraged to speak to the administrative staff at the Center. If your concern is not resolved you may contact the Operations Manager at our corporate office at 303-770-8502 ext. 123 or the Division of Child Care at 303-866-5958.

Daily Schedule

Your child's teacher will determine his/her schedule weekly. Available copies of the daily and weekly schedule are posted in each classroom. Most learning activities take place in the morning.

Diapering/Potty Training

The Center will change diapers on a regular basis throughout the child's day. Parents are responsible for providing their child's diapers. The Center will provide the baby wipes. Teachers will put on a new pair of gloves with every diaper change. After the diaper change, teachers will wash their hands as well as the child's hands. The diaper table is disinfected between each diaper change.

When your child begins to show an interest in toilet learning and you, the parents or guardians, are also ready to begin the process, a plan will be developed that is developmentally appropriate for your child. You will be responsible for bringing several extra changes of clothing and either pull ups or underpants during this time period.

Disenrollment

Our staff are well trained and work hard to identifying the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. If we feel that your child's behavior endangers the safety of the other children or staff, we will notify the parent and begin with a parent teacher conference. To better accommodate your child we would like to work with the family to develop a plan of action.

During that time, if the child is a danger to themselves or other children or staff, we may choose to suspend your child for a discussed upon period of time and/or we will discuss if we are the best option to care for your child. Please refer to our detailed discipline policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a very last resort that we would ask you to remove your child from care.

Extra-Curricular Activities

The Center contracts with various groups that come to our facility weekly to enrich the educational environment. These activities will be offered throughout the year. Please check the extracurricular bulletin board for specific times for each activity.

All extra-curricular vendors must be approved by the Center Director and can only perform services while being supervised by an Early Childhood Teacher or in the entry adjacent to the front office. At the onset of each visit, extra-curricular staff must provide a photo ID and sign in. The center has the right to refuse admittance for any reason. Extra-curricular staff are fingerprinted specifically for the center at their own expense.

Field Trips

The Center offers field trips for children depending on the individual program. For example, our Summer Camp Program for children who have completed Kindergarten through age ten offers field trips on a consistent basis each summer. Other field trips will be offered periodically throughout the year for the Private Kindergarten program and seasonal breaks for school age children.

Parents will be notified of field trips via their child's classroom teacher. A permission form must be signed in order for the child to participate. Verbal permission will not be accepted.

If a child's class is scheduled to be away from the Center and he/she arrives after the class has departed, the Center will be unable to care for the child until his/her class has returned from the field trip. If the parent wishes to do so, she/he can take the child to the location where the rest of the class is to join the group as long as adequate bus space is available to transport the child back to the Center.

Food Items

The Center will meet your child's nutritional needs for the part of the day that your child is in our care. Nutritional breakfasts, mid-morning snacks, mid-afternoon snacks and well-balanced lunches are provided. A weekly menu is available at the front desk, on the Center website as well as in the classrooms. Special foods from home can be brought for children with special dietary needs as long as they do not need to be heated or cooked. Allergy lists are kept in each classroom that informs teachers of children with food sensitivities and other allergies. Again, due to the severe reactions in some children, we do not serve ANY nut products, or products processed in nut facilities, in our Center.

Guidance

The Center advocates a positive approach to discipline. Our procedure on guidance, positive instruction, supporting positive behavior, discipline and consequences, is outlined below:

1. Cultivate positive child, staff and family relationships.

Each teacher at The Center has been trained on positive teaching practices that ensure that children's behavior is guided in a positive manner. We continuously incorporate our families through daily communications regarding their child(ren) and encourage family involvement to ensure that their child(ren) are being guided in a positive direction.

Guidance - continued

2. Create and maintain a socially and emotionally respectful early learning and care environment.

All of our teachers encourage positive interactions with each child through demonstration and teachings that allow children to learn and be capable of respecting others socially and emotionally.

3. Implement teaching strategies supporting positive behavior, prosocial peer interaction, and overall social and emotional competence in young children.

Through training each teacher is able to effectively and positively reinforce children's positive behavior and re-direct any behavior that is harmful to a wanted behavior. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them be more socially and emotionally aware of the feelings of their peers.

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 behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.

The Center believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.

5. Access an early childhood mental health consultant or other specialist as needed.

At the Center we continuously strive to strengthen our relationships with our children and their family. Through our continuous specialized trainings, our teachers are able to identify the individual needs of our children. While working with our families, we are able to provide each child with the specialized care that he/she may need within our classrooms. When a situation occurs that make a child's needs difficult for staff and parents to adequately address the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments.

Should any questions arise, please notify the Center Director or other administrative staff.

Health Records/Immunizations

For state licensing requirements, a Health Record and Immunization Card (two separate forms) must be kept current and on record at the Center and updated annually. You will be notified when it is time for renewal and all necessary forms will be provided by the Center. We ask that these forms be turned in before your child's start date in order for us to keep your child's records current. Failure to have these forms on file could result in disenrollment.

In order to comply with state law, it will be necessary for the parent or guardian to supply Center with a physician's report form and a record of immunizations. This is due prior to the date actual attendance begins.

All children attending the Center must be immunized according to the Colorado Department of Health recommended schedule. No delayed immunizations or waivers will be accepted.

Holidays

The Center will be open each day, Monday through Friday, throughout the year **with the exception of the following holidays:**

New Year's Day Presidents' Day Memorial Day Independence Day Labor Day
Columbus Day Thanksgiving Day/Day Following Christmas Eve Christmas Day

And certain other days specified by the Center from time to time.

The Center will be closed early on the following days (the front office will provide details):

New Year's Eve

And certain other days specified by the Center from time to time.

Full tuition is charged for weeks in which these holidays occur. When the holiday falls on a Saturday, The Center will be closed Friday. When the holiday falls on a Sunday, the Center will be closed Monday.

Hot Weather Policy

When the temperature is between 90 and 95 degrees, the children will not be outside for periods longer than 15 minutes. When the temperature rises above 95 degrees, children will not go outside. Teachers will check the temperature of the equipment and make a determination whether it is safe to play on the equipment. Children are encouraged to bring and wear hats and or sunglasses, and water bottles (labeled with their name) for outside time. Teachers will provide fluids for the children and will apply sunscreen on the children before going outside, provided there is a Sunscreen Release on file and the parent has provided sunscreen. In the event that the weather keeps the children in, indoor gross motor activities will be provided.

Illness

Children with visible signs of illness and/or a 101 degree temperature will not be admitted to the Center. If your child displays any of the following symptoms, he/she will need to stay home:

1. A temperature of 101 degrees or above;
2. Intestinal disturbances accompanied by vomiting and/or diarrhea;
3. Any undiagnosed rash;
4. Sore or discharging eyes or ears; or profuse nasal discharge;
5. At the discretion of the Director.

If your child becomes ill while at the Center, every reasonable effort will be made to contact you. In the event you cannot be reached, attempts will be made to reach your emergency contacts. **You or a person that you designate will be expected to pick up your child immediately, as we do not have the facilities to adequately care for a sick child.**

Your child may return to the Center after they have been illness-free for 24 hours or as determined by the Director. We appreciate your cooperation in keeping our children and staff healthy by keeping sick children at home and taking sick children home immediately.

If you feel your child is too sick to play outside or be involved in planned activities, then your child is probably too sick to attend school. All children are expected to participate in outdoor activities. As a general rule all classrooms spend at least 60 minutes per day on the playground. Please note prevailing or anticipated weather conditions and dress your child accordingly (add layers as needed).

In the event attention by a doctor is warranted and neither you nor your emergency contact(s) can be reached, the Center administrators will take whatever steps are necessary to obtain proper medical assistance for your child. Please keep the telephone numbers of all your contacts and places of employment current so we can reach you in case of an illness or other emergency.

Items Needed From Home

All items should be labeled with the child's first and last name. See your child's enrollment packet for a list of "First Day of School" items to bring.

Late Departure Charge

You will be assessed a late charge of \$2.00 for each minute (per child) that your child (ren) remain(s) at the Center past 6:30 p.m.* We will contact persons listed on your emergency card if you have not arrived or contacted Center staff by closing. In the event that your child(ren) remain(s) at the Center past the designated closing time three (3) occurrences within a given twelve (12) month period, your child(ren) shall be disenrolled. In the event that your child(ren) remain(s) at the Center past 7:00 p.m. on any occasion and the Center is unable to contact you, the Center may contact the appropriate governmental authorities.

**6:00 p.m. for children in the Infant, Toddler, and Junior Preschool classrooms.*

Lost Child Policy

In the unlikely event that a child should become lost or missing at the Center, an administrator will phone the child's parents immediately. The appropriate authorities, including the Police Department and the Department of Human Services will be contacted immediately as well.

In the unlikely event that a child should become missing or lost on a field trip, the lead teacher will immediately contact the personnel at the field trip location in an effort to locate the missing child. The lead teacher will then call the Center administration and the child's parents. The administrator will travel to the location to assist in the search. The police department and Social Services will also be contacted.

Medication

See administrative staff for specific information and policies.

Nightly Closing Procedure

To ensure that all children have left the Center before the last staff member exits and secures the building, the following steps are to be followed:

- Any time a child enters a classroom, his/her name is written on an attendance list. When the child is picked up by the parents or moved to another classroom, the child's name is crossed off the attendance list. At the end of the day, each closing teacher hands in their attendance sheet which is reviewed by office personnel.
- The center staff member responsible for closing the building walks through each room and locks all windows and doors before arming the security system for the building.

Parent Involvement

Please feel free to visit the Center at any time for an observation, lunch, or just to see your child. One of the most important tools in our program is the daily communication with parents. Parents are encouraged to communicate verbally on an ongoing basis with their child's teacher concerning social emotional development, academic progress, daily events, concerns, etc. If you would like to schedule a conference, please notify the child's teacher so that we can arrange a specific time. Teachers are also available by phone, provided that they are not scheduled to be in a classroom to meet ratios of teachers to students. Special events will take place throughout the year, and you and your family are welcome and encouraged to attend.

Reporting Child Abuse

Our Center makes every effort to provide a safe and healthy environment for children. However, if you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in the state of Colorado is:

1-844-CO-4-KIDS

Childcare providers are required by law to report any suspicion of child abuse to the Department of Social Services. Social Services will send out an investigator that will review the situation and may proceed with a case should the situation warrant. The Center supports the Department of Social Services in any and all efforts.

Sign-In/Sign-Out

Colorado State licensing requirements mandate that a parent signs his/her child in and out of the Center daily. The Center uses a key pad and PIN system to make sign-in/out faster and easier for parents. The Center will not assume legal responsibility for any child not signed in and out by the adult bringing him/her each day. If someone other than the parent or legal guardian designated on your emergency card will be picking up your child at the school, please notify the front office, in writing, that morning. We will not release any child to any person who has not been designated, in writing, to pick-up that child. Additionally, we require a photo ID before releasing your child to any person that may not be familiar to the staff or Director. The Center cannot deny the release of a child to his/her parent or guardian or their appointee without a written court order.

Smoking

To protect the health of our families, children and staff, smoking, e-cigarettes, or the use of other tobacco products is strictly prohibited within the Center, including playgrounds and entrances to and exits from the building.

Social Media

To protect the children in childcare centers, the State of Colorado has a strict policy on posting photos on any Social Media site without explicit written parental guardian consent of each individual child (*regulation 7.702.94E*). For the safety of our children and families, we ask that you please refrain from posting photos or videos that include any other children other than your own on any social media site. Also, Highlands Ranch Learning Center is copyrighted and all rights are reserved for the express use of the Center. Any use of the business name/logo is strictly prohibited.

Special Needs Support

Children with special needs are welcome at the Center provided we are able to meet the needs of each individual child. This will be decided on a case-by-case basis by the Center Director, in compliance with state and federal statutes.

The Center occasionally has speech and other therapists who are not employed by the center come in to the building for services or activities performed at the request or permission of a child's parents. All volunteers of this nature must be approved by a child's parents in writing and can only perform services while being supervised by an Early Childhood Teacher (in the child's classroom) or in the entry adjacent to the front office. At the onset of each visit, volunteers must provide a photo ID and sign in. The center has the right to refuse admittance to any volunteer for any reason. Parents may not arrange for a volunteer to come to the center without the specific written acknowledgement and consent of the center Director of The Center.

Sunscreen

Per Colorado rules regulating child care centers, sunscreen will be applied to exposed skin for all children over six months of age prior to outside play. **Please bring in a labeled bottle of at least SPF 30 lotion for each of your children.** The Center recommends that you take the time to thoroughly apply sunscreen to your child before arriving at the school for the day, as experts recommend application should take place at least 30 minutes prior to exposure.

INFANTS UNDER SIX MONTHS OF AGE

As sunscreen is not recommended for children in this age category:

- Protective clothing will be required. This includes hats with wide brims that shield eyes, ears, face and neck, and long-sleeved lightweight/light colored shirts and pants.
- Children will be kept out of direct sunlight whenever possible. Shaded areas and/or covered strollers will be provided.

CHILDREN 6 MONTHS AND OLDER

- Protective clothing is highly recommended, this includes wide brimmed hats, long sleeved, lightweight shirts and long pants. Appropriate foot cover is also recommended as well as unbreakable sunglasses with at least 99-100% UV protection.
- Sunscreen with SPF of at least 30 will be used.
- Sunscreen will be applied approximately 30 minutes prior to outdoor activity.
- Frequency of application will be per manufacturer's recommendations.

If parents object to the use of sunscreen for any age child, parents must provide protective clothing outlined above and sign a waiver form – provided at the front desk.

Swimming

During the summer months our pool opens and, with the supervision of our certified lifeguards, we provide swim lessons and free swim time for designated classrooms (children must be potty-trained to go in the swimming pool) – see Center administration for further details. The Center asks that your child bring a bathing suit, towel, and aqua shoes. Please bring two swimsuits if your child is taking swim lessons.

Technology/Television/Movie Viewing

For children two years of age and older, computer and tablet time, “Tech Time”, will be limited to non-consecutive 15-minute increments not to exceed 30 minutes per day. (*Regulation 7.702.58B4*)

At no time do the children watch regular television while at the Center. With parental permission, children in classrooms aged 2 or older may watch no more than 30 minutes of G-rated movies once per week. If any child does not want to watch the movie or does not have permission to, an alternative activity will be provided. The teacher-to-child ratio always remains the same during movie viewing.

Transportation

We train our staff to follow Colorado State Laws while transporting children on field trips, as well as to and from their nearby schools. A trained and qualified driver will be present in each center vehicle with each group of children. All center vehicles are equipped with first aid supplies and will have an individual currently certified in First Aid and CPR. Each driver will also be instructed in emergency roadside procedures.

All children transported in one of the Center’s buses must have a signed permission form on file in the office. There are specific Bus Safety rules that are included on the Field Trip Permission Form. Verbal permission will never be accepted.

Bus safety rules must be followed at all times for children riding the bus. Parents should review the rules with their child prior to permitting them to ride on the bus. These rules include:

1. Children must be at least four years of age and/or over 40 pounds to ride on the buses.
2. Children must remain seated at all times. No standing, turning around, or putting arms, legs, heads or any part of the body outside the windows. All children must wear seat belts at all times.
3. Conversation must be conducted in a quiet tone of voice. Screaming, yelling, shouting, or the use of improper language will not be tolerated.
4. A child may not bring sharp objects, toys, or radios on the bus.
5. Children may converse normally but are not permitted to annoy, harass, or irritate others either verbally or physically.
6. No eating, drinking, or chewing gum is allowed on the bus.

Transportation - continued

For children who are being transported to and from school, please note that certain schools do not supervise their children before and after the school day. We will do our best to pick up and drop off all children within 10 minutes of their scheduled start and end time; however, we cannot be responsible for the actions of any child or individual after the child leaves the Center's bus or before the child arrives at the Center's Bus. Parents of school-age children are required to notify us in advance should their child not be attending school that day (or if he/she should go home sick). Otherwise, the bus driver will remain at the site with the other children being transported and will contact the school and the Center staff who will then contact the child's parents for assistance in locating the child.

In the unlikely event that a Center bus breaks down while the children are being transported, immediate action will be taken to assure the safety of the children. The bus driver will pull off the road as far away from traffic as possible and keep everyone inside the vehicle or if circumstances are safer to do so, will evacuate the bus passengers and get them well off the road. Emergency flashers will be illuminated and the hood will be raised. The driver will contact the Center administrator using the cell phone assigned to the vehicle. The administrator will immediately take action to retrieve the passengers of the failed vehicle.

Tuition Payments/NSF Checks

Your prompt payment of tuition allows our staff to focus on more important issues, your children's development and welfare. Payment is due on Monday of each week or the first scheduled day of your child's week. Accounts must be kept current. Please note that rules for payment are subject to change if a family's adherence to the current rules proves to be a consistent problem or challenge. You will be approached by the center Director if such a problem presents itself. A \$20.00 late charge will be assessed to all overdue accounts after noon on Wednesday. Accounts two weeks in arrears will result in immediate disenrollment. Accounts that remain in arrears and/or are neglected will be turned over to a collection agency. All overdue balances shall accrue interest at the rate of 18% per annum, compounded monthly. Once an account is turned over to the collection agency, a 33% fee will be immediately added to the amount owed.

A \$25.00 fee will be assessed for checks returned by the bank for any reason. The Center will process your check once, and if the check does not clear, will ask for payment in cash or by money order. More than two returned checks during any consecutive twelve (12) month period will require all subsequent payments to be made by money order or in cash.

Visitors

All visitors to the Center are required to check in at the front desk upon arrival at the Center. Security codes and cards will not be issued to visitors. Photo identification is required. All visitors are asked to sign in upon arrival with their name, ID, time and purpose of visit.



Acknowledgement of Parent Handbook Receipt

I acknowledge that I have a duty to read and understand the contents of Highlands Ranch Learning Center Parent Handbook. Highlands Ranch Learning Center admits children to programs on a space available basis, without regard to race, religion, creed, color, national origin, or sex.

I also understand that the policies and procedures stated within the Parent Handbook are guidelines, are presented as a matter of information only, and are not to be construed as a contract between Highlands Ranch Learning Center and the recipients of this handbook. I also understand that Highlands Ranch Learning Center, in its sole discretion, may change, alter, modify, amend, or rescind any of the policies and procedures stated in the Parent Handbook from time to time without prior notice.

I have received and read this Acknowledgement of Receipt, know and understand its contents, and sign the same of my own free will.

PARENT COPY



Acknowledgement of Parent Handbook Receipt

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Parent(s) Signature

Date