



Aspen Grove Community Preschool

Our mission is to provide quality Early Childhood Education in an inclusive environment which unites children, families, teachers, the community and the Earth.

Aspen Grove Community Preschool

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Dear Families,

We would like to welcome you to Aspen Grove Community Preschool. We hope your child's and your family's time with us is enjoyable, beneficial, and rewarding.

Our Parent Handbook contains vital information regarding our preschool and the programs we offer. If you have any questions or concerns after reading our Parent Handbook, please do not hesitate to speak with our Director, staff member, or a member of our Board of Directors.

We have an Open Door Policy, welcoming our families - their questions, their presence, their feedback, and their cooperative assistance with our programs.

We are pleased you have chosen to be a part of our community. We appreciate the opportunity to collaborate with you and your family to provide a quality early childhood educational experience for your developing child in our inclusive, loving, nurturing, environment.

Thank You

Please Note:

For the purpose of this Parent Handbook, we have used the word 'child' versus children, regardless of the number of children you have enrolled at Aspen Grove. Additionally, we used the word 'parent' when referring to one or both parents or guardian of the child.

PHILOSOPHY

Aspen Grove Community Preschool is a not-for-profit child care center which has been providing services for children ages 2.5 to 6 years old, their families and the Nederland community since 2003. Aspen Grove is committed to an anti-discrimination policy in all its programs and services. Aspen Grove is consciously and proactively inclusive of all areas of diversity including, but not limited to race, ethnicity, color, national origin, ancestry, gender, sexual orientation, religion, age, socioeconomic status, marital status, language, immigration status, or disability. All our programs are in compliance with the Americans with Disabilities Act.

At Aspen Grove, we promote the emotional, social, physical, and cognitive growth of each child in our care in a developmentally appropriate, literacy-focused environment to ensure each of our children reach their own potential. Our nurturing and supportive atmosphere encourages our children to develop a positive self-image of themselves, their families, their friends, their community and our Earth.

Our qualified and trained staff recognize that while each child in our care has their own unique learning style, all children in our care benefit from our experiential, play-based approach to Early Childhood Education (ECE). Our staff meets the highest level of licensing standards as set forth by the Colorado Department of Human Services, Division of Child Care.

At Aspen Grove, we recognize and respect that a parent is their child's first and most important teacher. We encourage and support parent partnerships within our preschool.

OUR APPROACH TO EARLY CHILDHOOD EDUCATION

Aspen Grove offers an alternative to traditional education by creating a strong, working partnership among our children, our families, our staff, our community and our Earth. We view children as the active authors of their own development who are strongly influenced by the natural, dynamic and self-righting forces within themselves. Each child is gifted with their own special characteristics and by acknowledging and embracing these traits each child is encouraged to use them (with our guidance) to their own advantage. Our environment, our literacy-based curriculum and our experiential approach encourage our children to explore, inquire, and express themselves in language, movement, science, nature, art, building, math, dramatic play, and music. Using careful observation and interactions, our teachers cultivate and guide each child's cognitive, emotional, social, moral, and physical growth.

We provide a healthy, nurturing, peaceful, and respectful preschool environment in which we help and guide our children each day. Through their experience at Aspen Grove, we hope to have an influence on the betterment of our society and our Earth.

INCLUSION/REFERRAL POLICY

Aspen Grove believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. Every effort is made to provide comprehensive services to all children including those with special needs.

Aspen Grove knows how important developmental screening is to identifying children with (or at risk for) developmental delays or disorders by using a developmental screening tool. We have chosen to use the Kaymbu documentation system in conjunction with the Colorado Early Learning & Development Guidelines.

The purpose of the screening is to look at expected growth and learning in your child's cognitive development, language and literacy development, social and emotional development, physical development and health, and approaches to learning. These Guidelines incorporate and align to the Colorado Academic Standards for Preschool. Screening is an ongoing process at Aspen Grove. Should there be areas of concern, Aspen Grove will follow the guidelines for referral to various community resources such as Child Find or Mental Health Partners KidConnects, among others. We will discuss next steps with the family which may include sending your information to the referred agency and/or giving the parent the agency information so that they may contact them to make an appointment. Aspen Grove will then follow up with you and/or the referred agency to discuss how your appointment went and how we will proceed.

This is one of the most important responsibilities that you have as your child's advocate and to ensure that your child receives all services available to aid them in age appropriate growth and development.

USE OF INTERPRETERS AND/OR OTHER RESOURCES

Aspen Grove will take reasonable steps to ensure that persons with English Language Learners (ELL's) and Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, and other programs. We will ensure meaningful communication with ELL and LEP families and their authorized representatives involving their child's care. All interpreters, translators and other aids needed to comply

with this policy shall be provided without cost to the person being served, and families will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. Staff that may have direct contact with ELL and LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

PROGRAM INFORMATION

Aspen Grove serves children ages 2.5 to 6 years in a multi-age classroom. By doing so, we offer more opportunities for growth for each of our children. Multi-age classrooms contribute to the children’s development of empathy of others, leadership skills, nurturing abilities, prosocial behaviors and cognitive growth.

The teachers work closely with the Director in the development of a quality curriculum designed to help each child meet their individual developmental goals. This is accomplished by providing enriching, experiential experiences.

The staff at Aspen Grove may offer a Parents’ Night Out once each month from 5:30-11:30pm. Please see the Director for a list of current rates. Children enrolled at Aspen Grove bring their PJs and bedding and will enjoy arts and crafts, a safe and fun environment, dinner, and a G-rated movie. We also host several scheduled events and family gatherings throughout the year.

<u>PROGRAMS OFFERED</u>	<u>TIMES</u>
Half Day	7:30-12:30
¾ Day	7:30-3:30
Full Day	7:30-5:30
After School (Kindergarteners Only)	3:30-5:30

Depending on our enrollment for any given day, we may be able to accommodate drop-in’s or extended time.

ADMISSION & ENROLLMENT/POLICY REVISIONS

Before enrolling your child, each parent must meet with our Director. During the meeting, the parents will be given a tour of the facility, meet our staff and be familiarized with our mission, philosophy, programs, tuition rates and policies.

Before the first day of school, newly enrolled children will have the opportunity to meet their teachers and to visit the preschool. This required visit allows for orientation and ease of transition before the child begins at Aspen Grove. Families who want additional visits are asked to make arrangements with our Director. Aspen Grove has a two-week trial period for every child newly enrolled. This trial period allows both parents and staff the opportunity to determine if our preschool can meet the needs of the child and their family.

All admission and enrollment forms must be completed and enrollment/supply fees must be paid prior to your child's first day of attendance. This agreement, its attachments, and payment must be completed, approved, and accepted in advance of your child's first day including: (A * indicates a form that must be completed annually.)

- Enrollment Form (may be completed online or with physical form)
- Copy of Immunization Form (Please update every time your child receives an immunization)
- If needed, copy of Non-Medical Immunization Exemption Form*
- General Health Appraisal Form filled out by your child's doctor*
- Financial Contract
- Special Review Use Agreement (required by the Town of Nederland)
- Authorization and Release Form

Parents will be notified in writing of all revisions to policies and procedures of the Parent Handbook, contracts, and forms with a minimum of a two week notice. Please note that if there are regulations mandated by the State, it may require changes to take place immediately.

STAFF QUALIFICATIONS

Aspen Grove staff is hired in compliance with the requirements and qualifications set forth by the Colorado Department of Human Services – Division of Child Care. All staff members are required to complete CBI, FBI, and TRAIL criminal background checks.

All staff are First Aid, CPR, Medication Administration, and Blood Borne Pathogens certified.

Teachers participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. All staff is required to complete 15 hours per year in continuing education in the above components.

STAFF RECRUITMENT AND RETENTION

When Aspen Grove needs to hire a new employee, we initially ask our teachers for referrals, and give opportunity to our substitutes if they are qualified. Advertising will go out on the website and on our Facebook page. Staff retention is high. We provide training and support, give staff planning time, maintain reasonable child-staff ratios, never send a staff member home because the numbers of children in the classroom are low, give all staff a voice in shared decision-making, work with staff to insure the work they are asked to do is meaningful to them for individualizing child planning and communicating with families. This policy is reviewed annually or prior to hiring new staff.

OUR CALENDAR

Aspen Grove is open Monday through Friday, 7:30am-5:30pm, based on need. Our current annual calendar of holidays and professional closure days is posted on the Parent Information Board. In the event of inclement weather, Aspen Grove will follow the closing policy of the Boulder Valley School District Mountain Schools. Please tune in to your local television and or radio stations or check www.bvdsd.org for school closure information. When BVSD is closed and Aspen Grove is scheduled to be open, any decision regarding closures due to inclement weather will be made by the Director after consulting local authorities and institutions. School closure information will be posted on our website (www.aspengroveschool.org) and announced via email.

In the event of an early closing due to inclement weather, power failures, natural disasters or unforeseen circumstances, parents/guardians will be contacted by a staff member, informed of the situation and asked to pick up their child within the hour. Staff will ensure the comfort and care of the children until the parent arrives. **Tuition includes any inclement weather days, delayed openings or early closures – there are no reimbursements for such closures.**

ASPEN GROVE'S PARENT COOPERATIVE PARTICIPATION REQUIREMENT

A parent enrolling a child in Aspen Grove agrees to participate in our Parent Cooperative. We ask that each parent contribute volunteer hours each month or make a \$75 payment. This fee will be assessed on your next tuition invoice.

One option to complete your Co-op requirement is to serve on Aspen Grove's Board of Directors. The Board meets once per month for two hours. There are also additional tasks that Board members must complete throughout the month that will add to their time. Because we realize that serving on the Board may be more of a time commitment than other Co-op jobs, Aspen Grove offers two benefits to thank you for your service:

1. Your child may attend Aspen Grove during Board meetings at no cost.
2. You will receive one supplemental free ½ day per month for your child to attend school. You must use the benefit monthly as it will not carry over into the following months.

We believe that our parent participation in their child's education is paramount to their successful growth and development. It also creates a true community-based preschool! In addition, the cooperative allows Aspen Grove to keep operational costs down.

You will need to sign up for your monthly co-op tasks posted on the 1st of each month. You will have until the last day of the month to complete your task. If you are unable to meet your requirement, please talk with the Director to make alternative arrangements.

TUITION POLICIES AND RATES

As a not-for-profit preschool, Aspen Grove is dependent on timely and in-full tuition payments to provide the highest quality programming, staffing, and enriching child care experiences for our children. Our current tuition rates are located in the Director's office and copies are available upon request. Aspen Grove's budget is reviewed and analyzed on an annual basis by the Board of Directors. Any approved increases will become effective on September 1st of the current year. Within the application for enrollment is our Financial Contract. Please make sure to read the contract and, if needed, review any questions with the Director before agreeing to the terms of the contract. You will then be asked to sign the contract. By doing so, you have been made aware of and have agreed to adhere and abide by our tuition policies. Please note, tuition is due, in full, whether your child is in attendance or not. You will receive a current invoice monthly including tuition and any additional cost incurred throughout the month. Any requests for a permanent schedule change must be discussed with the Director at least one month prior to the change and if approved, submitted in writing.

Again, we remind you that for holidays, professional development days, and those days Aspen Grove is closed due to inclement weather, loss of utilities, natural disaster or any other unforeseen circumstance, tuition is due and payable in full. In the event Aspen Grove has a delayed opening or early closure due to any circumstances listed above, tuition is due and payable in full. Additionally, Aspen Grove requires a thirty (30) day written notice or a payment equal to one (1) month's tuition prior to withdrawing your child from school.

COLORADO CHILDCARE ASSISTANCE PROGRAM (CCAP)

Aspen Grove has fiscal agreements with both Boulder and Gilpin County CCAP. You are responsible for paying your parent "co-pay" in advance on the first day of each month or the first day your child is scheduled to attend for the month. If payment is not received by the end of the business day, your child may be subject to termination, as Aspen Grove is required to

report non-payment of parent “co-pays” to your CCAP County. Re-admission is at the discretion of Aspen Grove.

DROP IN DAYS

When your child is enrolled at Aspen Grove, you must select the specific days you would like your child to attend. If you would like your child to attend school on any day outside of these, it is considered a Drop In Day and you will be charged accordingly (see Tuition Rates for prices). The only exception relates to our Make Up Day policy (see below).

MAKE UP DAY POLICY

Each regularly enrolled family at Aspen Grove receives twelve (12) free Make Up Days. If your child misses school due to illness, vacation, doctor appointments, etc., then you may make up this missed day for free on a day that your child is not normally scheduled to attend. Missed days do not include days that Aspen Grove is scheduled to be closed or days that school is closed due to inclement weather. The Director will keep track of days your child is absent as well as how many Make Up Days you have used.

WITHDRAWAL PROCEDURE/TERMINATION OF AGREEMENT

In accordance with the terms of Aspen Grove’s Financial Enrollment Contract, a parent is required to give thirty (30) days written notice prior to withdrawing their child from school. Full tuition is due for this period even if you withdraw your child sooner. Any account which has not been paid in full at the time of withdrawal or any account which a payment schedule has not been approved by the Director will be turned over for collection.

Aspen Grove also retains the right to terminate child care arrangements for the following reasons and without notice:

- Failure to comply with the policies and procedures of the family handbook/agreement.
- Destructive or hurtful behavior of the child that persists after the behavior/expulsion policy is planned, established, implemented, observed, and all efforts have been exhausted with comprehensive resources and the behavior action plan has not been resolved.
- Failure to attend school five days in a row without any communication to Aspen Grove.
- Failure to complete required forms for Aspen Grove.
- Inability to meet the child’s needs without additional staff per behavior/expulsion policy.

- If parent/guardian knowingly bring their child to Aspen Grove when their child is ill. (See Illness Policy)

TRANSITIONS

Transition from home to child care:

Preparing your child for the first day of school can be a fun and shared experience for both of you. Here are some suggestions we recommend for a successful transition:

-Visit the school during program hours in which you have enrolled your child. Please schedule this in advance with the Director.

-Visit the library as they offer a wide selection of books dealing with the first day of school. They can address some concerns your child may be having about starting school.

-Using our Daily Schedule as a guide to discuss with your child about all the fun activities which will occur during their school day. This will also boost their confidence.

-Explain to them that their job is to go to school and your job is to go to work. Let your child know how much fun it will be to share what each of you did during your day.

-Share activities of labeling your child's clothing, blankets, and comforting 'lovey' they might bring to school. Shopping for a new lunchbox can help your child feel very grown up.

-Please remember that for the safety and well-being of all our children, Aspen Grove does not permit the following to be brought to school: money (paper or coin), weapons of any kind, candy/gum, junk food or soda.

-We also ask that your child does not bring outside toys to school. They often get lost or broken and can cause disruption in the classrooms. Let your child know that school will have plenty of fun toys and activities for them to enjoy.

-Please feel free to call us anytime to check with us and find out how your child is doing. We want you to have an anxiety-free day too!

Transition to elementary school:

At Aspen Grove, we celebrate this next big step in your child's life. As your child gets closer to moving on to Kindergarten, we encourage you to visit your local elementary school so your child can see their new classrooms and meet their teachers. At Aspen Grove, we will take the time to talk about this exciting transition with the children and do some special activities to help your child remember their time at Aspen Grove. At our annual Spring Performance, we will hold a graduation ceremony. During Spring Parent/Teacher Conferences, teachers will discuss with you what to expect and give you ideas on how to talk with your child about going to elementary school.

SIGN IN AND OUT PROCEDURES

You must sign your child in and out each day using the computer kiosk in the front hall. The kiosk system allows staff to know exactly who is in the center at all times. We are required by the State to make sure that the parent/guardian checks their child in and out every day. Staff are required to take a “roll count” throughout the day to ensure that all children are signed in. Staff will check the kiosk and the end of the day to ensure that all children have been picked up and signed out properly.

CUBBIES

We provide each child with a cubby space. We ask that you check your child’s cubby each day for soiled or wet clothing and or blankets to bring home for laundering. We also provide a letter file on top of your child’s cubby. Please check this daily for important communications, invoices, and your child’s art work. If you happen to be sharing a cubby with another child/family, please be mindful to make sure that you are equally sharing the space!

CLOTHING

During the day, your child will be involved in many activities both inside and outside. We strongly recommend that you send your child with appropriate, comfortable clothing and shoes (flip-flops, Crocs and heeled shoes are unsafe for running and climbing). We require that all your child’s belongings are labeled.

If your child is toilet training, it is your responsibility to provide sufficient numbers of changes of clothing and training pants. We also ask that you provide diapers and wipes for rest time. If your child is still in diapers, it is your responsibility to provide us with a sufficient supply of diapers and wipes.

Due to frequent weather changes in Nederland, we ask that you provide a labeled sweatshirt, fleece or hoodie to keep in your child’s cubby year-round. During winter, we require that your child comes to school daily with labeled: insulated jacket, snow pants, mittens/gloves, hat and boots. Plastic rain boots are insufficient as they are not insulated. We recommend that you send waterproof mittens/gloves with your child. Fleece or knit gloves are insufficient and usually result in very cold/wet hands.

Please pack warm slippers or socks during the cold months as we attempt to keep our floors dry. After playing outside our children enjoy feeling cozy inside!

It is truly impossible to keep track of every piece of clothing especially if they are not LABELED. If you are missing an item, please check the lost and found table in the cubby room.

NUTRITION

We strive to provide balanced, nutritious, and whenever possible, organic snacks. We believe that good nutrition is critical for the development of strong minds and bodies. We provide both morning and afternoon snacks. Our preschool stores all foods in a manner consistent with Boulder County Public Health requirements. Water is available all day for our children. Parents are required to provide a lunch from home each day. Unfortunately, we do not have room to store lunch boxes in our refrigerator. We ask that you include a coolant if needed in your child's lunch box. We do have a microwave and toaster and will heat up any foods as necessary.

Meal time at Aspen Grove provides many learning opportunities including: table manners, social skills and fine motor skills. We work on teaching the children about eating their 'growing foods' first, before any treats.

We love celebrations at Aspen Grove. If you will be bringing in a treat for your child's birthday or for a special event, please check with the staff at least two days ahead of time.

A parent of a child requiring a special diet will be expected to provide Aspen Grove with their child's foods. We are required to have signed a statement from your child's physician with written instructions. For the safety of our children please inform the Director of any dietary restrictions.

If your child has a food allergy, you must notify us in writing. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

SUPERVISION OF CHILDREN

Aspen Grove adheres to the child/staff ratios as specified by the Division of Child Care. Staff use the Sign In/Out log, as well as, constant "head counts" for verification of where children are at all times during the day.

At closing, the staff will check the Sign In/Out log to verify that all children have been picked up. If the log indicates a parent/authorized pickup person has not signed out a child, the staff will immediately begin an extensive search of every room/area of the school building and play yard. If the child is not located, the staff will call the parent/ authorized pickup person to verify that the child has been picked up and only a failure to sign out has occurred. If the child is not

with the parent/authorized person, the local police will be immediately contacted and the Division of Child Care procedures followed. This same procedure will also be followed should a child become lost during the school day.

ATTENDANCE

For your child to receive the full benefits of their preschool experience, we ask that you have your child at school on time to begin our program. Consistently arriving late can be extremely difficult for your child and disruptive to the other children here at school. If your child is going to be late or absent, please give us a call by 9:00 am.

If your child is absent due to illness, please let us know what type of illness they have, so that if necessary, we can inform the other families. Your name and child's name will always remain confidential.

ARRIVAL

Aspen Grove is open Monday through Friday 7:30am-5:30pm, based on need. Children cannot be accepted before 7:30am, as our staff needs time to prepare for the day. To ensure the health, safety and ease of transition of all our children (regardless of their enrollment program) upon arrival at Aspen Grove, we require each parent to:

- Sign your child IN at the attendance kiosk. This is used for recording daily attendance, supervision of our children, parental authorization for pick up, fire and other emergency evacuations. Your cooperation will help us to provide for and maintain the safety of our children while in attendance.

- Bring your child to their cubby and if necessary, help to put her/his belongings away.

- Take your child to the bathroom and supervise their handwashing. The health and well-being of our staff and children is very important to us. Studies have shown that this practice in preschools significantly reduces the spread of germs and cuts down on illness between children, families, and staff members.

- We encourage the 'three hugs and kiss' approach to saying good-bye to your child. As hard as this may be for you, you will make your child's transition easier if you show your own confidence in their safety by departing in a timely manner.

ABSENCE/LATE ARRIVAL

If your child is going to be absent or arrive after 10:00am, please call us. We will be concerned about your child if we do not hear from you. If you have not called in, we will contact you one hour after your regular scheduled time has occurred.

DAILY PROGRAM

A copy of our Daily Program is posted on our Parent Information Board, located in the cubby room. Having this schedule affords you the opportunity to know your child's schedule during the day. It also can provide a means of communication with your child by giving you a basis to begin a conversation. Having a structured schedule helps our children feel safe, secure and helps to develop an early sense of time.

MULTICULTURALISM

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of other activities as aids to teach our children respect for our world and the diversity of life upon it.

CELEBRATIONS

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community. We welcome your family to share its personal celebrations with all of us.

QUIET TIME AND REST

Tea Time and Quiet Time follow lunch and occurs between 12:30-1:30pm. During this time, the children's personal hygiene needs are attended to and staff members assist children aged 2.5-4 years in getting settled. Warm tea is served and stories are read in a group with their Teacher. Then, the children go their mats to rest. Please remember to provide your child with two covers, a crib sheet to cover the mat, and a blanket. Individual mats are provided for your child and these are cleaned/sanitized daily.

Rest time is between 1:00-3:00. Children are placed in open and quiet restful areas which are clearly visible to our two designated "rest time" staff members. We offer soothing music and a calm atmosphere in which to take a rest.

We do not expect that each child sleep during this time, but do offer it as a much-needed opportunity to rest as required by the Division of Child Care. Sometimes, quiet time and rest time may be flexible and dependent on the day's activities (field trips, special programs and events) and may be extended according to the individual needs of the child.

PRE-KINDERGARTEN TIME

Pre-Kindergarten Time follows lunch and occurs between 12:30-1:00pm. During this time, children aged 4-6 years of age will gather together and focus on Pre-Kindergarten skills and special projects. At 1:00, they will have their own Tea Time and Quiet Time. Pre-Kindergarten children will have mats on which to do independent quiet activities such as reading books or doing puzzles. Quiet Time will last anywhere from 30-45 minutes.

QUALITY IMPROVEMENT

Aspen Grove has developed a continuous quality improvement plan that is updated annually. This plan reflects goals, timelines, and outcomes. Staff, families, and other stakeholders can access this plan at any time. It is located in the Director's office.

DEPARTURE

Our programs close promptly at 12:30pm, 3:30pm, and 5:30pm. At the end of the day, your child is most likely ready to go home. Please arrive at least 5-10 minutes before your child's scheduled pickup time. Doing so allows you the necessary time to greet your child and our staff, gather up your belongings, and ensure a smooth transition for all.

Remember to sign your child OUT before exiting. Children who have not been signed out will require the staff to conduct an extensive search of the building and grounds prior to calling the parent for verification that the child has been picked up. This procedure is followed at the end of each program. No child will be released to anyone not listed on your Authorization for Pick Up Form and/or Emergency Contact Form. These forms may be updated by you at any time. A parent who has called Aspen Grove to inform the staff that a person not listed on the forms will be picking their child up, must agree to provide prior written authorization for the pick-up.

Staff members are required to ask for picture identification of any person other than a parent who arrives to pick up a child. Children will not be released to any unauthorized person attempting to pick up a child from Aspen Grove. Staff will immediately call the Nederland Police Department if any person on the grounds of the preschool becomes disruptive and/or verbally abusive.

Staff members will remain with a child who has not been picked up by the end of their enrollment program up to one hour after closing. If after one hour, the parent has not called to explain why they have not come to pick up their child, staff will call the Boulder County Department of Social Services.

LATE PICK-UP FEES

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of \$1.00 per minute will be assessed beginning at 5:30pm and will be due upon arrival, in cash, to Staff.

OBLIGATION TO INFORM LAW ENFORCEMENT or WHEN WE HAVE TO INFORM THE POLICE

If we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger a child, to protect your child, we may request that another adult listed as an Emergency Contact pick up the child or we may call the police to prevent harm to your child. Recurring situations may result in the requirement for another person to pick up your child.

POLICIES, PRACTICES AND PROCEDURES:

BEHAVIOR MANAGEMENT POLICY

Our goal at Aspen Grove is to maximize the growth and development of each child and to protect the group and individuals within our school. We strive to help each child to develop control over their actions and to achieve appropriate social maturity.

We use behavior management techniques in a consistent, reasonable and appropriate way based on our experience and understanding of the individual needs and development of each child. When it is appropriate and reasonable, we encourage our children to participate in establishing the limits, policies and procedures for their behavior.

Upon entry to Aspen Grove, we acquaint each child with our behavioral expectations and provide the reasons for these expectations. Our behavior management plan includes such techniques as offering our children positive choices, providing opportunities to verbalize their feelings, and sometimes have our staff redirect or mediate the situation. Occasionally, we may separate the child from the group for a short period of time. All our approaches to behavior management are designed to encourage our children to develop self-control through empathy and understanding. Aspen Grove specifically prohibits spanking or any other form of corporal punishment of children. Furthermore, we prohibit humiliations, verbal or physical abuse, or neglect or abusive treatment. We do not force feed or deprive children of meals or snacks. Children are never disciplined for soiling, wetting or not using the toilet. We never force a child to remain on the toilet or to remain in their soiled clothes.

BEHAVIOR REPORTS - CONFERENCES

If our staff observes your child to be continually struggling behaviorally while at school, the teacher will complete a Behavior Report and discuss the report with the Director. A copy of this report will be filed in the child's folder and a copy given to the parent. After receiving this report, you are welcome to discuss any further concerns with the teacher and/or the Director. If this behavior continues, we will schedule a conference to discuss the behavior and review a Behavioral Plan with you to be used at school and ideally at home.

SUSPENSION AND EXPULSION

Aspen Grove is dedicated to avoiding the suspension and/or expulsion of a child due to behavioral issues. To avoid this, we are committed to the following:

- Providing access to an early childhood mental health consultant or other specialist, as needed.
- Creating and maintaining a socially and emotionally respectful early learning and care environment.
- Cultivating positive child, staff and family relationships.
- Implementing teaching strategies that support positive behavior, pro-social peer interaction, and overall social and emotional competence in young children.
- Providing 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.
- Documenting all steps taken to understand and respond to challenging behavior

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child is consistently a danger to others.
- Continued care could be harmful to, or not in the best interest of the child, as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation

COMMUNICATIONS WITH PARENTS

Curriculum may be posted weekly in the cubby room. Additionally, the Director or teachers may send out a weekly email including photos taken throughout that week.

Quarterly you may receive a copy of our Newsletter. This informative publication is filled with information regarding upcoming events, classroom updates, and useful information.

Aspen Grove offers two opportunities each year for scheduled Parent/Teacher conferences. At this time teachers will review your child's developmental progress, address any concerns and answer questions you may have regarding your child. At each conference, you will be given a written report for your records and will be asked to sign our copy for your child's folder. During our Parent/Teacher scheduled conferences, Aspen Grove will be closed for normal operations so that the teachers can focus on meeting with each family individually. We look forward to this opportunity to get to know your family better and field any questions or concerns you may have.

CONFIDENTIALITY

All information contained in your child's file is considered confidential. This information is only available to the staff and Director. Any release of information requires a Release of Information to be signed by the parent. A parent may arrange to view their file at any time.

FIELD TRIPS

While Aspen Grove does not transport children, we do offer "walking" field trips around our school and community. We encourage you to join your child on the trip. Your child's teacher will let you know in advance when these trips are scheduled. An itinerary of the field trip will be posted with the destination, time of departure and the estimated time when the children will return to school. If a child arrives late and the group has left the school, the parent will notify a staff member of the situation and then, the child will be included in the group remaining at school. A Group Leader and another designated staff member always supervise the children while walking and will have with them the emergency contact numbers for each child, water and band aids. For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops can make walking difficult for your child.

EMERGENCY PROCEDURES WHILE ON A FIELD TRIP

In the event of an emergency or illness in which one of our children requires more than routine first aid treatment, the Group Leader will remain with the children while the other staff person contacts the Director about the incident. If necessary, the Director will call 911 EMT services and promptly call the parents informing them of the situation. If the parents cannot be reached, a staff member will continue calling the listed numbers on the child's Emergency Contact list. If the situation warrants it, the staff person would first call 911 EMT before notifying the Director.

In the event it is necessary to transport the child to a hospital, a staff member will remain with the child, at the hospital, until the arrival of the parents. At school, the Director or staff member will continue calling all listed numbers on the Emergency Contact sheet in the child's file until contact has been made.

Our field trip policy is to have a staff member in the front of the children to lead them and another staff member in the back to ensure everyone stays within the group. However, in the event a child should be missing from the group, one staff member will remain with the children while the other staff looks for the lost child. Should the child not be located within a reasonable amount of time, that staff member will call the police department to notify them of a missing child and inform them of the location of the other children. The staff member will then contact the Director, who in turn, will contact the parent.

GRIEVANCE PROCEDURE

Our objective is to create and maintain a strong partnership between our families and our preschool. On a daily basis, we strive to establish strong lines of communication between our families and staff. However, should you have any concerns, we ask that you first talk with the Director. It is the Director's responsibility to meet with all the concerned parties and attempt to mediate a successful resolution for all concerned.

If no successful resolution can be reached, the matter will be turned over to the Board of Directors for review and final determination. If you still are not satisfied, please consult:

Colorado Department of Human Services, Division of Child Care
1575 Sherman St. Denver, CO 80203
(303) 866-5958

INCLEMENT AND EXCESSIVELY HOT WEATHER

When excessive cold, rainy or windy weather does not permit our children to go outside, gross motor activities will be available to them inside our school. Throughout each and every day, drinking water is available to our children. Additionally, during warm weather, we provide water while the children are playing outside. Our playground offers several shaded areas during warm weather. In the event of excessively hot weather, we keep the children inside and will provide gross motor activities for them.

TELEVISION, COMPUTERS AND VIDEOS:

Our children are involved and engaged in various age-appropriate, engaging and interesting activities during the school day. Our normal daily routine does not include television watching

but, from time to time, we may show the children videos as a teaching aid and discussion stimulator. Videos are no longer than five minutes and will be screened by staff prior to showing. Videos will contain no violence. Our focus is to provide your child with a positive experience with an increased understanding of the world.

We do not allow electronic devices such as cell phones, tablets, or other personal use items to be carried by students.

TRANSPORTATION POLICY

Aspen Grove does not provide transportation for our children. In keeping with this policy, we limit our field trips to walks around our neighborhood and our community.

HEALTH AND SAFETY POLICIES AND PROCEDURES:

ABUSE AND NEGLECT

As professionals in contact with children and their families, the Director and staff of Aspen Grove must act as mandatory reporters if we suspect any type of abuse or neglect. It is our responsibility to notify the Department of Social Services of Boulder County if there is any suspicion of abuse/neglect. Within 48 hours of making an oral report, the Director will file a written report disclosing all relevant information which may aid the Social Services in their investigation. The Director will notify the Board of Directors and comply with any investigations of abuse/neglect.

ACCIDENTS REQUIRING ROUTINE FIRST AID

There may be a time when your child may require having a teacher clean a scrape with soap and water and then apply a band aid to the injured area. While the teacher will complete an Incident Report for the parent of the injured child and if necessary for the parent of another child who was involved in the incident, usually the parent will not be contacted at that time. However, should the child display any swelling, favoring of a limb or an obvious tenderness, the parent will be contacted after the child is attended to and comforted. As a rule, any accident involving the head, face or neck will result in not only an incident report, but also, a call to the parent.

DRUGS AND SMOKING

Aspen Grove is a drug-free preschool! The use of illegal drugs and or smoking is prohibited in our school, our playground, or parking lot. Please do not dispose of your cigarette butts on our

grounds or parking lot. **UNDER NO CIRCUMSTANCES SHOULD A PARENT LEAVE ANY FORM OF MEDICATION IN THEIR CHILD'S CUBBY.**

EMERGENCY CONTINGENCY PLANS FOR THE LOSS OF UTILITIES, NATURAL DISASTER AND OTHER EMERGENCY SITUATIONS

Aspen Grove has adopted the following policies designed for an organized and comprehensive approach to keep the children in our care safe in the event of an emergency.

In the event of an extended loss of utilities during operational hours, the staff will inform and call parents and let them know that their child needs to be picked up within the hour.

In the event of a natural disaster (tornado, blizzard, etc.) or any emergency situation, the preschool will be notified by the police or fire department and follow their instructions. If it is deemed necessary to evacuate, we will follow our evacuation plan for exiting the building. Natural disasters do occur. No plan is fool proof; however, every effort will be made to keep the children safe and the parent informed.

In the event of an emergency, every effort will be made to contact the parent/guardians or emergency contacts. However, if a parent or contact is unable to be reached, medical treatment will be given accordingly.

LOST OR MISSING CHILD

Aspen Grove has a strict policy that no child is to be left alone. In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. All staff use the Sign In/Out Kiosk and conduct head counts throughout the day to ensure the safety of our children. If a child cannot be located after a 10 minute search of the building/ grounds, the Nederland Police Department will be notified. After that, the parents will be contacted.

FIRE SAFETY/RADON TESTED/CARBON MONOXIDE

Aspen Grove is equipped with smoke detectors and emergency lighting. Drills are practiced monthly along with Emergency Disaster Preparedness, Active Shooter, Lockdown, and Shelter-in-Place drills. Our fire evacuation plan is reviewed with the children and staff on a monthly basis. Children are instructed on procedures on how to safely exit the building.

INFECTION CONTROL

Aspen Grove complies with the Nurse Practice Act. In doing so, we have a yearly contract with a licensed nurse and meet with her for monthly consultations. Additionally, our nurse holds trainings for our staff and verifies that staff members designated to give medications have completed the four-hour Department approved Medication Administration training and have current First Aid and Universal Precautions training prior to giving medication.

The Director is responsible for notifying the local health department or State Department of Public Health and Environment, all staff members and all parents of children when a child has been diagnosed with a communicable illness such as: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella.

We ask parents to report exposure of a child to a communicable illness outside the center.

IMMUNIZATIONS

Immunizations are required according to the current schedule by the US Public Health Services and the American Academy of Pediatrics. Our State regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable immunizations. All files must be kept up to date.

PHYSICALS

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics. A copy of your child's physical should be received before, but must not be received later than 30 days after, your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program. Health Statements must be updated annually.

NURSE CONSULTANT

Aspen Grove has a nurse consultant that works with our program monthly and as needed.

ILLNESS POLICY

Aspen Grove is a preschool of healthy children. A child who does not feel well or is unable to participate in all our daily activities, including outdoor play, does not benefit from our program and can adversely affect the health of the other children and staff.

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to Aspen Grove. We have a right to refuse a child who appears ill. You will be called and asked to pick up your child if they exhibit any of the following symptoms. This is not an all-inclusive list. A child who has come to Aspen Grove and then presents symptoms will be separated from the group and placed on their mat within view of staff, until the parents arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100 degrees under the arm, above 101 degrees in the mouth, above 102 degrees in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet. Two episodes of diarrhea within two hours.
- Vomiting – two or more times during the previous 24 hours.
- Mouth sores
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment
- Strep throat, until 24 hours after treatment
- Head lice, until treatment and all nits are removed
- Scabies, until 24 hours after treatment
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (whooping cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Should you have any doubts about your child's health, please keep him/her at home and if necessary contact their physician.

We cannot accept a child back to school for 24 hours after they have been sent home due to any of the symptoms listed above. Please allow your child time to rest and recuperate. Parents will be notified in writing if any child or staff member contracts a contagious illness/disease (chicken pox, impetigo, RSV, strep throat, ringworm, etc.). We will strictly abide by our policies to prevent the spread of illness among our children and staff.

If a child has a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

ALLERGY PREVENTION

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments, and care. A list of children's allergies will be posted in the main area of the kitchen. We will make sure that allergies are posted in a way that is in alignment with HIPPA laws. We are trained to familiarize myself ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

MEDICATION POLICY

Inevitably, some children will require medications while in the childcare setting. The process for handling and administering medications must be structured and carefully followed to ensure that the interests of the children and the providers are best served. When possible, a child's parents and physician should try to minimize the need for medications while in childcare. Medicines ordered twice a day should normally be given before and after, rather than during childcare hours. Medications ordered to be given three time daily may also be planned so they are given in the morning before the child arrives for care, in the afternoon when the child returns home, and again in the evening. However, in some cases, administration of medication during childcare hours is unavoidable. Staff will administer medication only if the parent or legal guardian and doctor has provided written consent.

MEDICATIONS

With regards to the administration of medications, Aspen Grove is in compliance with the NURSE PRACTICE ACT. Prescriptive and non-prescriptive medication for ears, eyes, and all oral medications, medications for lacerations or burns and individual medical procedures can only be administered by/on a written order from the child's physician. Medication must be in its original container and not be expired. Prescriptive medications must bear their original pharmacy label showing: the child's name, prescribing practitioner's name, telephone number of the pharmacy, date filled, expiration date of medication, name of medication, dosage, how often to give medication and the length of time to be given. A parent must completely fill out our Medication Log for staff to be able to administer any medications. All medications will be stored in a child safe area.

SUNSCREEN

While Aspen Grove supplies a licensing approved sunscreen, please make sure to apply sunscreen to your child before arriving at school. Our staff will reapply as necessary.

EMERGENCY MEDICAL PROCEDURES – OUTSIDE ASSISTANCE

In the event of an emergency or illness in which the child requires more than the routine first aid treatment or care, the staff will call 911 for assistance. If the medical staff determines the child should be transported to the hospital, a staff member will accompany the child. The staff member will take the child's enrollment folder with them to provide additional information to the hospital staff. The staff member will remain at the hospital with the child until the parent arrives.

The senior staff member at the school will use the Emergency File Folder and call the parents to inform them of the situation. Within 48 hrs. of the incident, the Director will contact the Board of Directors and complete an incident report.

TEACHER-CHILD RATIOS

Our staff to child ratios meet or exceed the Colorado Department of Social Services - Division of Child Care licensing requirements. They also exceed the requirements put forth by the National Association for the Education of Young Children.

Colorado State Staff to Child Ratio	1:10
Aspen Grove Staff to Child Ratio	1:7

In order to keep our ratios low, Aspen Grove employs a couple of different strategies, such as limiting enrollment and hiring more staff as enrollment grows.

DIAPERING

Children requiring diapers will be checked for wetness and bowel movements at least every two hours, or whenever the child indicated discomfort or exhibits behavior that suggests a soiled diaper. The child will be changed when found to be soiled. A diaper changing area is provided and located separate from any food preparation, storage, or serving area and complies with Colorado Department of Health and Environment Rules and Regulations Governing the Health and Sanitation of Child Care Facilities. Parents must provide diapers and/or training pants and wipes. Diapering procedures and standard precautions is taught to all staff to prevent cross contamination and communicable disease.

TOILET TRAINING GUIDELINES

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicated that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Successful toilet training takes a joint effort between families and staff. We ask that families follow through with toilet training at home. No child is forced to use the toilet, but are encouraged and taken regularly by staff. Children being toilet trained will need a supply of pull ups and/or underwear and at least three changes of clothes. We suggest sweat pants or shorts over buttons, snaps, or overalls, as they will help the child gain independence in getting their pants on and off easily.

VISITORS AND VOLUNTEERS

We welcome guests to our facility with the following guidelines:

- We ask that guests, including volunteers, arrange their visit with the Director prior to their arrival. This allows the Director to adjust the daily schedule as needed in order to minimize the interruption to the class or activities.

- Any visitor to Aspen Grove is required to show photo identification and to sign in and out on the Visitor Log located in the front hall. Unless the visitor has a specific reason for being at the school, they will be asked to leave. Volunteers are encouraged, but due to licensing requirements, volunteers will not be alone with any child. Any volunteer serving over 40 hours per week must submit to a CBI and Central Registry review.

- Parents/guardians are welcome to drop in and visit anytime with no prior arrangement necessary. Your involvement and input is very important to us.

PARENT HANDBOOK ACKNOWLEDGEMENT

Please sign this acknowledgement, detach it from the Handbook, and return it to Aspen Grove prior to enrollment.

The Handbook may be updated from time-to-time, and notice will be provided as updates are completed.

I have received the Aspen Grove Community Preschool Parent Handbook. It is my responsibility to understand and familiarize myself with the Parent Handbook and to ask the Director any questions I may have regarding any policy, procedure, or information contained therein.

I have read and agree to the above policies of Aspen Grove Community Preschool.

Recipient Signature

Date

Director Signature

Date