

Back to Basics Child Care Center
Handbook

Hours of Operation - 7AM-6PM
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PHILOSOPHY STATEMENT

The goal of our daycare center is to provide a fun, safe, secure, and developmentally appropriate learning experience for all children. The staff is committed to meeting the needs of the whole child and work towards developing knowledgeable, caring and open-minded individuals who engage in inquiry-based learning experiences. It is our goal that each child who attends our program will leave with a positive self image and with great excitement as they anticipate their future educational experiences.

STATEMENT OF POLICES AND PROCEDURES

PURPOSE OF THE CENTER

The center's purpose is to provide a learning environment that is safe and welcoming to children of all ages and backgrounds.

AGES IN WHICH CHILDREN MAY ATTEND THE CENTER

The center accepts children from infants (age 6 weeks) through pre-school age. We offer a wide range of services for all children, ramps are at the doors for children who need them, hallways are wide enough for wheelchairs and walkers, bathroom are handicap accessible.

HOURS OF OPERATION

The center's hours are 7:00am -6:00pm. We maintain an open door policy for parents during daycare hours. Parents are always welcome to call or drop in to see their children. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

HOLIDAYS/VACATIONS

The following is a list of Holidays that Back to Basics will be closed:

New Year's Day
Memorial Day
Independence Day plus one day
Labor Day
Thanksgiving Day and the day after
Christmas Eve until Jan. 2

If one of these holidays falls on a weekend, then we will be closed either Friday or Monday.

INCLEMENT WEATHER

Outdoor play is an important daily activity for children. Children in child care will go outside every day. If the weather is inclement, such as excessively hot, cold, windy, snowy or rainy, outdoor play will be canceled. Special indoor areas may be set aside so children can have physical play.

REGISTRATION

Registration is an on going process the center accepts students all year long. Yearly registration forms are available at the front desk; please see the Director for proper forms. State policies require that we have your child's file complete with all the forms and information needed before they may attend child care.

- Registration Form
- Photo Release
- Health Provider Information Form
- Enrollment Contract
- General Health Appraisal Form and Immunization Record
- Emergency Information Card
- CACFP Income Eligibility Form

ANNUAL REGISTRATION FEE

None

TUITION/PAYMENT PROCEDURES

Tuition is payable in advance and is due no later than 12 Noon on Friday each week for the following week's daycare, unless another arrangement has been agreed upon. Payment can be made by check, cash, or credit card. There will be a late fee of \$10 for each day that payments are received late. Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied childcare until account is made current.

The success of our center depends upon the prompt payment of tuition in order to take care of day-day expenses that are encountered.

Enrollment can be made for year round, school year only, or summer only. Year round enrollees are eligible for 10 non-payment days during the year. The non-payment days become effective after the first three months of enrollment.

RATE SCHEDULE

Infant care full time - \$250.00/week
Infant care one day - \$65.00
Infant care half-day - \$35.00
Toddler care full time - \$210/week
Toddler care one day - \$55.00
Toddler care half-day - \$30.00
Pre-school full time - \$180.00/week
Pre-school one day - \$45.00
Pre-school half day - \$25.00

INFANT AND TODDLER SCHEDULE

Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Back to Basics is a breastfeeding friendly center. We have a room that mothers can use to nurse their baby in private. We are working with Boulder County to become breastfeeding friendly. We have books, toys, and educational materials for parents and children. Our infant staff continues to take classes that support breast feeding mothers. We also have material on the benefits of breastfeeding. Breast feed infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.

A report will be prepared for each infant/toddler every day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day.

PRESCHOOL SCHEDULE

Preschoolers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the period is over.

Our daily schedule, while very flexible, is as follows:

7:00 a.m. –Center opens – free choice of activities and play materials
8:00 a.m. – Breakfast
9:00 a.m. – Circle time
9:30 a.m. – Structured activities

10:30 a.m. – Gross motor play (outside weather permitting)
11:45 a.m. – Story time/wash-up for lunch
12:00 p.m. – Lunchtime
12:45 p.m. – Nap/quiet time
2:15 p.m. – Structured activities
3:00 p.m. – Afternoon snack
3:30 p.m. – Group activities
4:30 p.m. – Free play/pick-up time
6:00 p.m. – Center closes

DISCIPLINE AND BEHAVIOR GUIDELINES

Child Care participants must:

- Show respect for children, staff, self and property
- Be responsible for own actions and recognize responsibility to the group
- Work and play cooperatively with others
- Demonstrate a positive attitude toward self

The focus is:

- The student has the ability to make good choices.
- The student is responsible for his actions.
- The student has the opportunity to change negative behavior.
- Self discipline of the student will allow the student to continue as a member of the program.

The staff's response to negative behavior problems will be calm and consistent. Consequences of negative behavior will be discussed with child care participants upon enrollment. Parental support at home and input to the system is important. Parents are welcome to discuss all procedures with staff. When implementing negative behavior procedures, the staff will be positive, encouraging and caring with your child.

HEALTH POLICY

STAFF MEMBERS

Staff members must be current on all immunizations. Also, staff members must have a yearly routine check-up by their doctor, which states that the staff member is in good mental, physical and emotional health to work at the center.

ILLNESS/ACCIDENT AT CENTER

If your child becomes ill, is injured requiring first aid, or receives a head injury, a parent will be contacted immediately. An ill child will be separated from the other students and supervised by childcare staff until the parent arrives. If the parents cannot be reached, the emergency contact will be called. If the emergency contact cannot be reached, Child Care staff will make emergency care decisions for your child. Be sure to communicate any allergies to staff.

If a child receives an injury, the parents will be contacted to discuss the accident. The decision will then be made whether to come and pick up the child immediately or wait until the normal time to pick up the child. If child acquires any cuts and/or scrapes, the area will be washed out with soap and warm water and a Band-Aid will be placed on it. We are not allowed to place medication of any kind on the wound(s). If an injury is serious, 911 will be contacted immediately and the parent will be contacted. If the parents cannot be reached an emergency contact will be called.

ILLNESS AT HOME

Children showing signs of contagious illness may not come to child care. This is for the protection of your child as well as the other children. Signs include the following:

- A fever over 100 F (37.8 C) orally or 99 F (37.2 C) axillary (under the arm)
- Signs of a newly developing cold or uncontrollable coughing
- Diarrhea, vomiting or an upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Any discharge or drainage from eyes, nose, ears, or open sores

The child may return to school when 24 hours free of any symptoms listed above/or with doctors written permission. Children showing signs of contagious illness may not come to school or child care. This is for the protection of your child as well as the other children.

IMMUNIZATIONS

Immunization requirements for entry into day care center:

DTP/DTAP 4 5 (only 4 if 4th is given after 1st birthday)

TDAP

Hepatitis B

HIB

MMR

Polio

Varicella

All children entering daycare for the first time must submit proof of full immunizations by their first day of enrollment. No children shall be permitted to attend without meeting the legal requirements for immunizations against disease unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.

MEDICATION

According to Colorado State regulations and The Nurse Practice Act, medication given to a child must be authorized with a written statement from the child's doctor and given to the child care director with the knowledge and written consent of the parent/guardian. This authorization must be renewed each new prescription and in the case of long-term medication, on an annual basis. All medication must remain in the original container bearing the original label that shows: the child's name, prescribing doctor's name, pharmacy name and telephone number, date prescription filled, and expiration date, name of the medication, dosage, how often to give medication, and the length of time the medication is to be given. When no longer needed, medication shall be returned to parents or guardians. Non-prescription medication will only be administered by Child Care staff with the written consent from a doctor. All medications are kept locked and out of reach of children in the childcare area, and will be administered by a staff member that has been trained in medication administration. If your child has a medication requirement, please discuss this with your child care center director .The parent is responsible for conveying a need to the staff so a plan can be implemented. A nurse consultant trains and delegates staff to give medication according to the Nurse Practice Act

EMERGENCY PROCEDURES

TORNADO AND FIRE DRILLS

Drills are practiced during the day throughout the year and children are familiar with the procedures. The child care staff will also review emergency procedures and practice tornado and fire drills with the children. Emergency evacuation maps and all drill procedures are posted in the child care and are readily available and visible.

EVACUATION

Emergency procedures in the case of an off-site evacuation are posted on the child care area door. In the case of an actual emergency, parents may be asked to pick up their children at an off-site location. Please talk to the Child Care staff about the designated off-site evacuation location.

LOST CHILD PROCEDURE

Children are actively supervised during child care however; in the unlikely event that a child is missing, the emergency plan is put into effect:

- All staff will be immediately notified and a thorough search of the building and premises will be conducted.
- 911 will be called if the search is unsuccessful
- Parent(s) will be notified

EMERGENCY CLOSING OF CENTER

In the event that the center must be closed due to an emergency before the normal dismissal time, the childcare children will be escorted to Summit Church. The teachers, director and all staff members will walk the students to the church. The parent will be called by the director as to the emergency and where to pick up their child.

CHECK-IN/CHECK-OUT PROCEDURES

1. Parents must sign their child in when arriving to each classroom. Children will check-in with staff when arriving at the center.
2. Staff will take attendance. Parents must sign their children out when picking them up.
3. Families are to enter and leave only by the designated door per center policy.
4. Only adults listed on the child care application form, or indicated on a written note signed by a parent, will be allowed to pick up a child from child care. If the staff member who releases the child does not know the adult, identification is required to assure that the adult is authorized to pick up the child. Individuals not authorized by the parent or guardian of a child who attempts to have the child released to them will have to wait until the parent is contacted for further information. The staff member will contact the director for assistance. If there is a restraining order from the courts, a copy of the order will need to be on file and placed in the child's records.

LATE PICK-UP PROCEDURES

It is critical for children to be picked up on time. All parents must have three emergency contact persons on their contact list with phone numbers and addresses that occurred. Parents may not list themselves or their spouse as an emergency contact, nor should they list a relative that lives far away. Contacts must be people who would be available to pick up child in the event of an emergency. Anyone picking up child from child care must be 18 years of age or older. Staff will make sure all children are picked up and signed out from the program each day. If your child is not picked up on time (6:00 pm.), you will be billed a late pick-up charge of \$1.00 per minute.

Frequent late pick-up may result in withdrawal of your child from the center.

If a parent does not pick up a child on time:

1. A staff member will stay with the child until he is picked up.
2. The parents will be called at home, work and at all phone numbers available. If the parent cannot get to the school within a reasonable length of time, the staff and parent will discuss who will come to pick up your child.
3. If no contact is made with a parent, child care staff will call the emergency contacts immediately to pick up your child.

4. If the parents and the emergency contacts cannot be reached, the director will be called to make decision on what do next.
5. If all of the above steps have been exhausted and approximately one hour or more has passed, the Child Care staff will then call the local law enforcement for assistance in locating the parents.

GENERAL INFORMATION

CHILDREN'S PERSONAL BELONGINGS

Children should not bring toys, games, or money to school. If a child should bring any personal items to school, they must remain in his/her backpack. Backpacks and jackets are hung on the hooks and cubbies provided. Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

SUPPLIES

Parents must supply the following items to be kept in their cubby:

Infant food, diapers, wipes, pull-ups, powders/ointments, binkie (preferably on a binkie string), bottles, bibs, saline drops/gel and nasal syringe, blanket for rest time , and a complete change of clothes (replace when soiled), sunscreen and bug spray.

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied.

MEALS

Nutritious breakfast, lunch, and snacks are served in the program. If a child has an allergy, special accommodations will be made when possible. Homemade snacks may not be served. All food prepared, served and stored at the child care center meets State Department of Public Health and Environmental standards.

GET SET FOR POTTY TRAINING

Children potty-train at their own pace, you and your child's teacher will work together to provide the best environment for your child's success. When you feel your child is ready for toilet training, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must show signs of readiness. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please

keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at you home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

VISITORS TO THE CHILD CARE PROGRAM

Visitors (parents and guardians) to the program must sign in at the front office and sign into the program. Parents may come into the program to pick up or visit with their child, but may not come for the purpose of playing with other children.

CONFERENCES

Conferences are frequently scheduled in the evening to accommodate working parents' schedules. These conferences will be set up three times a year with your child's teacher. The parent will receive written notice as to when their child's conferences will be. The conferences will be held in Oct during the second week, also in January during the third week and in July during the second week.

REPORTING CHILD ABUSE

The child care staff is required to report suspected child abuse. The CDHS child abuse phone number is (303) 441-1240. The CDHS phone number to review a file or to file a complaint about the program is 1-800-799-5876. The staff will also contact the director and then the contact the local social services office.

TERMINATION OF SERVICES

If you plan to withdraw your child from Child Care, please give a written notice to the child care center director. Our greatest wish is that the Child Care experience will be a happy time for your child. In the unlikely event that it becomes necessary to remove your child from the program for behavioral reasons, a conference with the Child Care staff, Director and parent/guardian will take place before any final decisions are made. The Child Care Center also reserves the right to dismiss a child from the Child Care program for non-payment of tuition, continuous late pick-up of a child, a parent or child not following program rules and regulations, etc. At termination, no refund will be given.

IMPORTANT SAFETY INFORMATION -THE SAFETY OF YOUR CHILD IS OUR 1ST PRIORITY.

- A child will be sent to the Child Care program on his regularly scheduled day, unless a note or call has been received from the parent.
- If your child will be absent from child care on his regular day, it is imperative that you let us know.
- If you call the child care center's office to state that your child will be absent, please leave child's name, reason for absence and date(s) your child will be out.
- If you send a note to your child's teacher stating that your child will not go to Child Care please state the following reason for absence, date and child name. Parent signature is required for this type of note.

LOCAL EMERGENCY PHONE NUMBERS – (POSTED IN ALL CLASSROOMS)

Longmont Police Department: 303-651-8555
Fire Department 303-651-8501
Longmont United Hospital 303-651-5111
Poison Control 1-800-222-1222
911 emergency numbers
Health Department 303-441-1100
Social Service office 303-441-4694
Animal Control 303-651-8500

CHILD CARE CENTER EMERGENCY CLOSING

If the childcare center needs to be closed due to an emergency, all efforts will be made to notify parents of the closure. Back to Basics will be closed on snow days as determined by the St. Vrain Valley School District.