



**SUMMIT**

EARLY EDUCATION CENTER

**Director**

**Ashley Cole**

401 2nd Ave, Wiggins, CO 80654

(970) 483-7496

## **Mission Statement**

With a faith-based approach to child development, we aim to nurture children's God given talents in a caring and stimulating space. SEEC affirms and adopts Summit Baptist Church constitution and by-laws. If you desire to read the SBC constitution and by-laws please contact the director.

## **Purpose, Goals, and Philosophy**

We believe that children learn best in a safe and healthy environment. Having an understanding of God and learning virtues is a significant part of building a child's character.

Our learning programs are managed by qualified early learning educators and are developmentally appropriate to each child.

Our goals here are to maintain an experienced and qualified teaching staff that uses Christian principles when teaching young children, create an environment that is fun and memorable, develop positive relationships with all families, and to foster the development of each child.

**Goals for our center:** To offer quality care using our Christian principles and values for the development of each child.

**For the child:** To feel safe and secure at a place where they can play and develop freely under Christian values

**For the Families:** To have a safe place for their children where they are welcome and included

**For the Staff:** To work at a place of value and positivity

**For the Community:** To provide a Christian valued center that is safe and open to all relationships

## **NON-DISCRIMINATION POLICY**

Center admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, athletics and other school administered programs.

## **CHILD PROTECTION RESPONSIBILITY**

For the protection, welfare, and growth of all children, Colorado law mandates that child care providers report suspected child abuse to a child protective agency. Child abuse includes physical abuse, physical neglect, sexual abuse, and emotional maltreatment. By law, the identity of a mandated reporter is to remain confidential. If a minor suspected of being abused is released from the school to the custody of a police officer or county social worker, the police office or county social worker will notify the minor's parent or guardian.

## **CUSTODY**

If child custody is an issue, we are required by law to have notarized court documents in the student's file regarding this issue. The parents are to provide the documents to the director.

## **HEALTH RECORD AND REGISTRATION FORMS REQUIREMENTS**

Center adheres to Colorado state laws requiring each child to have certain immunizations prior to admittance. Exemptions from the immunization requirements will be accepted only if the reverse side of the Colorado Dept. of Health – Certificate of Immunization Form has been properly executed and will be completed annually. Students are required to have immunization records, a birth certificate and all registration forms turned in BEFORE starting classes.

### **Enrollment/ School Year Program**

Year Round Starting January 2<sup>nd</sup> 2023

**Colorado Child Care Assistance Program**

**Colorado Preschool Program**

## Center Hours and Cost

<b>Classes</b>	<b>Time</b>	<b>Day Price</b>	<b>Week Price</b>	<b>Monthly Price</b>
<b>Toddler</b> <b>12 months - 2 ½ years</b>	<b>Half-day</b>	<b>\$ 35</b>	<b>\$ 175</b>	<b>\$ 758</b>
	<b>Full Day</b>	<b>\$ 43</b>	<b>\$ 215</b>	<b>\$ 932</b>
<b>Preschool</b> <b>3 years - 5 years</b>	<b>Half-day</b>	<b>\$ 30</b>	<b>\$ 150</b>	<b>\$ 650</b>
	<b>Full-day</b>	<b>\$ 40</b>	<b>\$ 200</b>	<b>\$ 867</b>

We are open Monday-Friday from **7:00 AM - 5:30 PM**, no exceptions. Your specific hours will be outlined in your Contract and Rate Agreement. We require two-weeks notice if you need to change your enrollment hours. We also reserve the right to terminate if the new hours will not work well for our childcare business.

We offer both full-time, ½ day, and drop in care. Full-time positions will generally be preferred over part-time positions. We reserve the right to terminate a part-time position, if the position can be filled with a full-time family. You may opt to pay for a full-time slot in order to keep your part-time position.

We do occasionally accept children for drop-in care if we have a space available on any given day. If you tell us that you will not be bringing your child, there is a chance we will fill your spot for that day and you could potentially lose your day if we do so. Therefore we do require that you give us a minimum of 48-hours notice if you change your mind and want/need to bring your child after all on your day.

You are required to inform us if you are at any other location than what is listed on your Admission Record and to provide a telephone number for that place.

You are required to notify us by 8:00 a.m. if your child will not be coming for the day or if you will be late in arriving. Your child could be the only child in attendance on any given day and we would not like to be kept waiting. If notification is not made to the director by 8:00 a.m. you will be responsible for paying for the day. Consistent disregard of these considerations may be cause for termination.

In consideration to our children and teachers, **please do not pick up/drop off after 11:30am or before 2:30pm.**

If you arrive after 11:30 a.m. you shouldn't expect a curriculum to be taught. If we have to wait for your child to begin our activities, then we would be too rushed and that wouldn't be fair to us, or any of the children.

We will not be available for evening or weekend care. In order for us to be the best providers that we can be, it is important to have adequate time to spend with our family. There is also planning, preparation and cleaning activities that are associated with our business that cannot be completed during daytime hours.

If you are unable to meet the payment deadline, please call the Director. SEEC is willing to work with you if payment must be delayed, but it must be communicated and signed by both the director and parent and all information is confidential.

### **Center Calendar**

SEEC will be closed the following days throughout the year:

- New Years Day
- MLK Jr. Day
- Presidents Day
- Memorial Day
- July 4<sup>th</sup>
- Columbus Day
- Veterans Day
- Good Friday
- Monday Following Easter
- Christmas Holidays
- Week of Vacation Bible School

In the event SEEC needs to close for any additional time, the parents/guardians will be notified 48 hours in advance.

In the event of an emergency closure SEEC staff will contact the parents/guardians as soon as possible.

### **Health and Safety**

For the safety of SEEC, staff and the children, SEEC has a 2-person policy regarding certain activities by the student. These activities include: bathroom breaks, diaper changes, medication delivery, and any other activities that the director deems appropriate for a 2-person policy. During these activities 2 staff members are required to be present during the duration of the activity. For example, during restroom breaks, 2 staff members will be present to assist the

children during this time. It is SEEC intention to create the safest environment possible, including accountability with other staff members.

A certificate of good health, signed by a health provider, is required before the child may attend preschool. This health form will show that the child has completed immunizations according to current state requirements. Parents, or guardians, of the child are responsible for all costs in obtaining this certificate and immunizations. Such a certificate may also be required before reentry by a child after any lengthy or serious illness.

Please keep your child at home if he/she has vomited or had a fever within 24 hours prior to the start of class. Your child really doesn't have a good day if he/she is not feeling well. If an illness prevents a child from participating comfortably in activities, creates a greater need for care than the staff can provide without compromising the health and safety of other children or if a child's conditions are suspected to be contagious and requires exclusion as identified by public health authorities, the child will be made comfortable in a location where he/she is supervised by a familiar caregiver. If the child is suspected of having a contagious disease, he/she will be separated from the other children, as well as any other new individuals. Center will immediately notify the parent, legal guardian, or other person authorized by the parent so the child may be taken home.

Please notify the center if your child is ill. A note will be posted to inform you of any exposure to infectious or communicable disease. Any communicable illnesses must be reported by SEEC to the local health department. Staff receive health examinations, as required by their physician and the Department of Human Services. If a child becomes seriously injured at preschool, the parent or guardian will be notified immediately. If the guardian cannot be reached, the emergency person listed on the child's enrollment form will be contacted. If we are unable to contact the emergency persons listed, the child will be taken to the hospital that is nearest to the preschool for professional medical care. A completed medical report form will be given to the child's guardians.

### **Under-immunized or Non-immunized Children**

One or more children, enrolled in the Center, may not have received some, or all, immunizations required by Colorado State Law due to medical, religious or personal exemptions.

If you choose a non-medical exemption for your child's immunizations, a parent/guardian must submit a non-medical exemption form online at

[www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption). You will submit a copy of this form with your child's registration packet when you enroll your child in SEEC.

You may access this site to obtain a medical exemption form as well. The medical exemption form must be completed by your health provider and will need to be submitted by mail or fax to CDPHE. All instructions can be found on the web site listed above. Again, a copy of this form should be submitted with your child's enrollment forms.

If your child's immunizations are not current, and he/she comes into contact with an under immunized, or non-immunized child, your child may contract a contagious disease.

In the event of an outbreak, students who have not received the required immunizations may be subject to exclusion from school for an extended period of time and may be subject to quarantine.

### **Sunscreen**

Center families must provide sunscreen for their child, along with a written permission form (this form may be found in the registration packet). The sunscreen must be labeled with the child's first and last name. Children age 4 or older may be allowed to apply sunscreen to themselves under direct supervision of a staff member.

### **Hot Weather**

If, due to excessively hot weather, the Director feels the children's health and welfare could be in danger, all parents will be notified to pick up their child early. Water is available for children at any time.

### **Insect Repellent**

With a signed parent medication form, staff can apply insect repellent on children no more than once per day. Families must provide the repellent for their child.

### **CLEANLINESS & HYGIENE**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. We wash our hands frequently and also use antibacterial gel. Each child has a separate nap cot, with sheets, blankets and pillows that are washed weekly by you (unless soiled,

then they are washed as often as necessary). Children use separate cups, plates, bowls and eating utensils that have been washed in the dishwasher and dried on the heat setting. Tables, etc. are disinfected with a bleach water solution after each use.

### **Suspected Child Abuse**

By law, a teacher must report to authorities any suspected child abuse. If you, as a parent or guardian, suspect child abuse, you may call the Morgan County Department of Human Services at 970-542-3530. If you have any questions or concerns about the licensing of this child care center, you may contact the Colorado Department of Human Services at 1575 Sherman Street, First Floor, Denver, CO 80203-1714 or call 1-800-CO-4-KIDS (1-800-264-5437)

### **Administering Medicines to Students (2-person policy applies)**

No prescription, or non-prescription medication, shall be administered at preschool by the school nurse (or other preschool designee as determined by the Director), without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician and current date, shall be printed on the container.
2. The center shall have received written permission from the doctor or dentist to administer the medication.
3. The center shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medication also must be presented to the Director by the student's parent or guardian.

All medication shall be safeguarded at the center to avoid any risk of the medicine being improperly ingested by anyone. Medication may be given only by center personnel whom a registered nurse has trained and delegated the task of giving such medication.

### **Animal/Pet Policy**

No animal or pet may be brought into the building if it is not approved by Colorado Department of Human Services. Excluded animals include reptiles, amphibians, birds and poisonous animals. Families are discouraged from bringing in pets to share with the class due to safety/allergy concerns. If a pet is brought in,

proof of vaccinations must be shown to the Director. Classroom pets will be monitored by the teaching staff and must meet the above requirements.

### **Diapering/Toilet Training (2-person policy applies)**

Staff will diaper children in accordance with licensing and health department rules on proper procedures. Parents must provide a sufficient supply of diapers at all times and teachers will notify parents when the diaper supply is running low. Toilet training is an extension of what is being taught in the home—we support what the parents teach in the home. There will be no attempt to toilet train children until they are able to verbalize or otherwise indicate need, help manage their own clothing, and be able to access toilet facilities.

### **Guidance and Discipline Plan**

We believe each child is an individual who should be treated with honesty and respect in a caring manner. Children deserve the opportunity to learn from their experiences. Our role, as teachers, is to nurture their learning using a variety of techniques, methods or strategies.

Children learn through socialization with their peers, and through interaction with adults.

Children learn from hands-on, active involvement with their environment. And, most importantly, a child learns through play.

At no time will a child be subject to physical or verbal degrading punishment. Guidance and discipline will be achieved through varying forms, such as:

- Modeling appropriate behaviors
- Redirection
- Appropriate and safe environments
- Helping child to problem solve
- Reinforcing positive behaviors
- Using direct instruction
- Motivational techniques
- Natural consequences
- Stating developmentally appropriate expectations

Using rules that are open, negotiable and flexible

Basic classroom rules are consistent—consequences are appropriate for the behavior.

If a child poses a danger to him/herself, or others, the teacher or director will take the child out of the classroom to a quiet area, and will stay with the child until the child is able to join the classroom in an appropriate manner.

If a child's behavior becomes detrimental to the child, or the classroom environment, a request will be made to discuss the situation with the child's parent or guardian. A plan will be developed to address the behavior. Progress will be monitored and reviewed by the staff and parents or guardians of the child. If needed, outside sources may be utilized with parental permission.

The role of SEEC is to encourage each child's developmental growth in a positive way. If, after all attempts at resolving the behavior have been tried and it is determined that the child's needs cannot be met by this program; alternative settings will be considered, including expulsion from this program.

### **Behavior Expectation**

Each child will be expected to:

- Engage in activities that are productive to the safety and learning of himself/herself and others.
- Follow directions.
- Use equipment and materials appropriately.
- Get along with others.
- No use of profanity or obscene gestures.
- Not engage in bullying activities. Bullying will not be tolerated and will result in disciplinary action, which could result in suspension from school.

Our “center code” lists three positively stated behavior expectations:

Be Safe

Be Respectful

Be Responsible

Expectations will be taught year round and positive behaviors will be rewarded.

Because consistency is so important, all SEEC staff have the same expectations for behavior.

## **Consequences**

Positive:

- Participation in special activities
- Praise, acknowledgement or recognition for positive behavior
- Positive note or phone calls to parents

Negative:

- Encourage children to solve problems themselves
- Intervention and discussion
- Re-direction to another play area
- Loss of privileges
- Educational Time Away “Cool Down” (removal from situation and provided with another educational

## **Discipline**

It is believed that discipline is used to assist children in solving problems, maintaining self-esteem, and learning the consequences of their actions. An appropriate discipline measure is used if the need arises. Absolutely no form of physical punishment is used.

Students are encouraged to participate in activities that will not hurt themselves or others, or cause damage to property. The child, parents, and center staff share in the responsibility to ensure that appropriate behavior is maintained in all situations. If a child's behavior is such that it disrupts or interferes with the educational program or infringes on the rights of other students and or staff members, the director will be called in to help resolve the problem. Depending on the nature of the problem, the parents may or may not be notified.

## **Conferences and Communications**

Parent and staff conferences will be conducted twice a year, once in the fall and a second time in the spring. If the teacher or parent requests an additional conference outside of our regularly scheduled conferences, it will be granted.

## **Questions or Concerns**

At SEEC we encourage questions or concerns to be presented to the Director. If the question or concern is regarding the Director please contact the Pastor at Summit Baptist Church.

## **Daily Schedule**

Young children and toddlers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule to the best of our abilities, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule.

## **Chapel**

SEEC will have weekly chapel services on Thursday at 10 a.m. in the church sanctuary.

## **Transportation**

SEEC does not provide transportation to or from school for its students

## **Arrival**

Children are to arrive clean and fed (unless arriving just before a mealtime). It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please be very brief (no more than 5 minutes is sufficient) during drop-off times; the longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

## **Tardiness (1/2 day vs. Full Day)**

Children are to be dropped off no later than 11:30am. Our nap time schedule is 12pm-2:30pm and we discourage any nap time disruptions.

## **Absences**

There will be no refunds or adjustments made to your childcare fee for your time missed due to unplanned illness, holidays, or days off unless you provide 48 hours

of notice. Otherwise a place has been reserved for each child that cannot be filled on a short-term basis.

### **Parking**

When dropping off or picking up your child, please drive slowly and carefully when entering and leaving the parking lot and always park in a designated parking spot.

### **Late Arrivals**

If a child enters the preschool after class has started, please speak to the teacher to insure he/she is aware your child has joined the class. If no one is in the classroom when you arrive, go to the director's office.

### **Dismissal**

Any person (16 years or older) listed on the child's information packet may pick up the child at the end of the day. If you are going to be late, after 5:30pm, please contact the center.

Please be very brief at pick-up times also. This is a time of testing when two different authority figures are present (the parent and the provider), and all the children will test to see if the rules still apply. An early arrival to pick up your child does not mean you may stay until the close of business. If you'd like to stay and visit please arrange this with the director beforehand. But typically pick-up time needs to be kept brief. We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off. Do not allow your child to run out to your car while you are still inside!! The safety rule is "No one goes outside without their parent and/or Grown-up with them."

### **Late Pick Up**

It is important for parents to pick up the children on time. Some children become scared or nervous when they think they have been forgotten. However, there may be an occasion when a parent is unable to pick up their child on time. Please call the center to let them know. A \$1 per minute fee will be assessed for every minute your child is still at the center after 5:30pm. The late fee/s will be assessed on your bill.

If a child has not been picked up by an authorized person within 15 minutes of the end of the day, staff will attempt to call the parent or guardian. If there is no

response, staff will attempt to call the emergency person listed on the registration forms. If, after all attempts are made, and an authorized person has not picked up the child or contacted the preschool within 30 minutes of the end of the preschool class, the Director may call the Department of Human Services.

### **Unauthorized Child Pick Up**

If a person attempts to take a child from the preschool and he/she is not on the child's authorized person list, the following policies will apply: Staff will explain the policies concerning child pick up. Only persons (16 years or older) listed on the child's pick up form will be allowed to take the child from the preschool. If the person refuses to comply with the Staff's instruction, the Pastor of the Church will be notified and/or the police will be called. Children will be released only to persons listed on the Pick Up List and/or Student Emergency Information in the registration packet. In the event of a child custody question, a copy of the custody order must be in the child's file.

### **Closure of the Center**

The Director will be responsible for closure of the preschool. The Director will ensure all children were picked up by the appropriate persons, and that no child is remaining in the center.

### **Lost Child Policy**

Periodically, throughout the day, the classroom teacher shall verify all children are accounted for. If a teacher realizes a child is lost, the Director will be notified immediately. The teacher's assistant will stay with the class while the Director and teacher begin a systematic search of the area. If the child cannot be found, the police shall be called to help with the search and the parents will be notified.

### **Personal Belongings**

Each child will have a "cubby" for his/her coat, hat, and any other belongings they may need. No toys should be brought from home. Little ones have a difficult time sharing with others, and it is even harder with their own special toys. Exceptions being their "lovey" for nap time, which will be put up until nap time, and Show and Tell and other special activity days. We are not responsible for any loss or breakage of your child's personal items. All personal items must be clearly marked with the child's name.

## **Rest Time**

All children are required to lie down for a rest period in the afternoon. All children must nap, rest, read or play quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening. Nap time is our only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes, and do activity planning. We provide nap cots. Please provide a fitted crib sheet, pillow and blanket. We keep these in your child's nap bags and ask that you launder them once a week. If your child has a special blanket or stuffed animal that he/she sleeps with, please send it along. We would ask that you please avoid picking up or dropping off your child during nap time, as it disturbs the other children's rest period. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period.

## **Television and Video Viewing**

Television and screen time of any kind is prohibited for children less than 2 years of age. In our two-year-old room, any screen time will be strictly educational and will not exceed 30 minutes per week. Examples would be a short, pre-screened you-tube song that correlates with our lesson, etc. In our preschool ages 3 and older classroom, the same rules apply, with the addition of computer and tablet time limited to 15 minute increments and no more than thirty minutes per day. All tablet activities will be educational in nature and pre-screened by a teacher. In addition, there are no screens of any kind allowed at snack or mealtimes.

## **Children with Special Needs**

SEEC welcomes all children with special needs, and will work accordingly with the parents to make accommodations as much as possible. If the child requires special assistance of any kind, it is the parents responsibility to notify the director of these requests 1 week prior implementation. SEEC does not discriminate and will accept children on a first come, first serve basis.

## **Field Trips**

At various times during the year, classes may take field trips. These trips are planned educational excursions into the community and surrounding areas. It is our endeavor to broaden the classroom situation with first-hand experience and observations. No child will be permitted to leave school for a planned class trip

without a parent's written permission. Parent volunteers are needed on these trips. The parents of any student who is not attending a field trip due to health reasons or other objections shall make arrangements for the care of their child during the period of time the class is away from school.

### **Clothing**

Please provide your child with the appropriate clothing for the weather outside. Students are encouraged to dress appropriately and safely for the season and school setting/situation. Each child should be neat, clean and comfortable. Shorts and sleeveless tops may be worn in hot weather. "See through" clothes, bare midriff, and shirts with big armholes are not considered acceptable, nor are T-shirts with tobacco, alcohol, or drug advertisements or suggestive writing. Do help your child by choosing shoes that promote positive movement and function at school. Sneakers are recommended.

In the winter we will play outside unless it is very cold (below 20 degrees) or it is raining. We would like to encourage you to send your child to school in a warm coat with a hat, gloves, and boots if possible. If your child wears snow boots, please send a pair of shoes for them to change into for inside activities

Children will not be allowed to wear face paint, make-up or tattoos on face or neck to school unless there is a scheduled classroom or school activity or celebration.

### **Snacks**

Staff members will supervise children during this time. The children will be encouraged to try a variety of nutritious foods.

### **Volunteers**

SEEC will accept any volunteers that wish to help out on a regular basis or only once. Please contact the director for the appropriate paperwork to fill out prior to your volunteer time.

### **Family Visits**

SEEC is more than happy to have families come visit during our operational hours. If your family or a family member wishes to visit we ask that you notify the director 24 hours prior to the visit. For safety purposes only the requested visitors will be allowed to visit, no drop in visits will be allowed.

## **Fire Emergencies**

In case of fire, the school signal will be one long continuous sound of the school alarm system. SEEC classes will exit out their designated door. A fire drill will be conducted once a quarter to ensure everyone knows the procedure. Staff has been informed and discussed all fire plans. If you would like more information regarding our fire emergency procedures please contact the director.

## **Tornado Emergencies**

In case of a tornado, the school signal will be sent out through the school alarm system. SEEC staff will accompany their children to the assigned safety area.

## **Bomb Threat**

In case of a bomb threat, the children will exit out the designated door. Children will be relocated to a safe location and the parent or guardian for each child will be notified.

## **Lock Down**

In the event that SEEC needs to go in lock down for any reason, parents will be instructed on proper pick-up procedures. A lock down drill will be performed once a year.