



SUMMIT

EARLY EDUCATION CENTER

Director

Ashley Cole

401 2nd Avenue

Wiggins, CO 80654

(970) 483-7496

Summit Early Education Center 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

STATE AND FEDERAL LAW REQUIREMENTS

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 AGES/SCHOOL YEAR

January 2nd 2023-Year Round Program

The toddler program takes children at 12 months old to 30 months old. Preschool program takes children from 3 years old to 5 years old.

COLORADO PRESCHOOL PROGRAM

HOURS AND COST

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

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. 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.

Half day care is from 8am - 12:00pm.

In consideration to our children and teachers, **please do not pick up/drop off after 12:00pm 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. If payment has not been made and there has been no communication about payment plans to the director after 2 months of missed payment, your child's spot may be terminated until payment is received. Your spot may become available to another child at that point.

A \$75 enrollment fee is expected to be paid at time of enrollment.

CENTER CALENDAR

SEEC will be closed the following days throughout the year:

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

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's 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.

CHILD SICK POLICY

Please keep your child at home if he/she has vomited, has/had diarrhea 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. **Parents must arrive within 1 hour upon notice to get their child if they need to go home for the day.** For all accidents/illnesses/injuries the teacher will complete an Incident Report. The director must sign off on this report. Parents must sign this report upon pick-up and a copy will be given to parents for their records and a copy kept at the center for our records. We follow the health department's guidance on exclusions from childcare when a child is sick, **with the exception of the following conditions:**

Pink eye - The child should stay home until the eye is no longer red, swollen, or weeping. The child should also stay home when a bacterial infection is present until they have completed 24 hours of antibiotics.

Hand Foot and Mouth Disease (coxsackie virus) - The child should stay home until all sores are healed.

Head Lice or Scabies - The child must be lice and not free and completed treatment. The teacher will continue to check the child's head for lice for up to 2 weeks after the incident.

RSV (respiratory syncytial virus) - The child should stay home until respiratory symptoms decrease

THE DIRECTOR HAS THE FINAL SAY WHETHER OR NOT A CHILD IS TOO ILL TO ATTEND, even if a parent furnishes a doctor's note. The director may require a doctor's note in order for a child to return to care. We complete daily health checks. If it is deemed upon arrival your child is too ill to attend, you must take them home immediately.

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 the center 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 center for professional medical care. A completed medical report form will be given to the child's guardians.

PROCEDURE FOR STORING AND ADMINISTERING CHILDREN'S MEDICINES AND DELEGATION OF MEDICATION ADMINISTRATION Taken from Rules 7.702.52.C

Medication

1. Any routine medication, prescription or non-prescription (over-the-counter) must be administered only with a current written order of a health care provider with prescriptive authority and with written parental consent. Home remedies, including homeopathic medications, shall never be given to a child.
2. The written order by the person with prescriptive authority shall include: a. Child's name; b. Licensed prescribing practitioner name, telephone number, and signature; c. Date authorized; d. Name of medication and dosage; e. Time of day medication is to be given; f. Route of medication; g. Length of time the medication is to be given; h. Reason for medication (unless this information needs to remain confidential) ; i. Side effects or reactions to watch for; and, j. Special instructions
3. Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label.
4. Over-the-counter medication must be kept in the originally labeled container and be labeled

with the child's first and last name.

5. In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized on an at least annual basis. Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label. Verbal orders taken from the licensed prescriber may be accepted only by a licensed registered nurse.

6. Acetaminophen or ibuprofen is able to be used multiple times with one (1) current, signed multi-use medication order for up to three (3) consecutive calendar days if the order is specific about when the medication is to be given. The child specific multi-use medication order must be renewed with the child's updated health statement.

7. Staff designated by the center director to give medications must complete the four (4) Department Approved medication administration training and have current annual delegation or more often as determined by the Child Care Health Consultant. Delegation must be from the center's current Child Care Health Consultant who must observe and 12 CCR 2509-8 document the competency of each staff member involved in medication administration. All staff administering medication must have current CPR, First Aid and standard precautions training prior to administering medication with the following exceptions: a. Staff determined by the director, in consultation with the Child Care Health Consultant, to be responsible for providing routine emergency medications covered in the approved medication administration training for the treatment of severe allergies or inhaled medications for the treatment of asthma must receive training and delegation from their Child Care Health Consultant for those medications only. Staff must then provide those medications to children based on the instructions from the child's individualized health care plan. b. Staff determined by the director, in consultation with the Child Care Health Consultant, to be responsible for providing medications not covered in the approved medication administration training shall also be permitted to administer medications and/or medical treatments such as emergency seizure medication, insulin or oxygen with individualized training and delegation from the Child Care Health Consultant based on instructions from the child's individualized health care plan. c. Staff may be trained and delegated in the administration of a single rescue medication or rescue medical intervention by the center's Child Care Health Consultant. Such training and delegation shall qualify the staff member to provide a rescue medication or treatment for a specific child based on instructions from the child's individualized health care plan.

8. Staff of drop-in child care centers must complete training from their nurse consultant delegating medication.

9. All medications, except those medications specified in the Department's approved medication administration training as emergency medications, must be kept in an area

inaccessible to children, but available to staff trained in administering medication. If refrigeration is required, the medication must be stored in either a separate refrigerator or a leak proof container in a designated area of a food storage refrigerator, separate from food and inaccessible to children. Controlled medications must be counted and safely secured, and specific policies regarding their handling require special attention in the center's policies. Access to these medications must be limited.

10. Emergency medications must be stored in accordance with the Child Care Health Consultant's recommendation. Emergency medications are not required to be stored in a locked area. Emergency medications may be stored in an area easily accessible and identifiable to staff but out of reach of children. When away from the classroom, staff must carry emergency medications in a bag on their person.

11. The center must have a written policy on the storage and access of inhalers and epinephrine carried by school-age children. The policy must include a written contract with the parent(s)/guardian(s) and child acknowledgement assigning levels of responsibility of each individual. This contract will accompany orders for the medication from a health care provider along with confirmation from the health care provider that the student has been instructed and is capable of self-administration of the prescribed medications. 12 CCR 2509-8

12. The center must have a written policy on the storage and access of inhalers and epinephrine for all children in care. This policy must be reviewed by the Child Care Health Consultant.

13. Children are not allowed to bring medications to child care unless accompanied by a responsible adult. If a medication is out of date or left over, parents are responsible for picking up the medication. If parents do not respond, the center is responsible for the disposal of medications according to center policy and procedures. Disposal of medications must be documented.

14. Topical preparations such as petroleum jelly, diaper rash ointments, sunscreen, bug sprays, and other ointments may be administered to children with written parental authorization. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner.

15. A written medication log must be kept for each child. This log is part of the child's records. The log must contain the following: a. Child's name; b. Name of the medication, dosage, and route; c. Time medication is to be given; d. Special instructions; e. Name and initials of the individuals giving the medication; and, f. Notation if the medication was not given and the reason.

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. 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 website 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 can 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. The center will also provide their own sunscreen if the family chooses to use what the center has available. 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 REPELLANT

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)

PROCEDURE FOR FILING A COMPLAINT ABOUT CHILDCARE

Information on filing a complaint will be posted at the sign-in computer at all times. To make a complaint, call 303-866-5958 Monday through Friday between 8 a.m. and 5 p.m. If calling outside of business hours, you may leave a message. Provide your name, telephone number and mailing address. This information is required for the following reasons: to call you back if the investigator needs more specific information about the complaint, to call you back if the investigator received contradictory or unclear information during the investigation, and to let you know the results of the investigation.

A witness or someone who has first-hand knowledge of the abuse must make the complaint. An anonymous complaint can be made only if the complaint is about an unlicensed child care provider. All information is kept confidential about parents and children in care. The facility will never know who made the complaint. Call 911 immediately if you witness a child in a life-threatening situation. Report Child Abuse or Neglect - 24/7 Hotline: Call 1-844-CO-4-KIDS (844-264-5437) Report Suspected Unlicensed Child Care: Call 303-866-5958 Report Alcohol or Drug Abuse If the provider is currently under the influence of alcohol or drugs and the provider's ability to care for children is impaired, please follow these steps: Call the police. Write down the name of the person you speak with. Call the Division of Early Care and Learning at 303-866-5958.

ANIMAL/PET POLICY

No animal or pet may be brought into the building if it is not approved by the 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

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. Physical violence to other children and/or staff will **not be tolerated**. If this occurs more than 3 times and the child is not responding positively to other positive and negative consequences the child **will be sent home**.

STEPS PRIOR TO SUSPENSION/EXPULSION DUE TO BEHAVIOR

If a child has repetitive negative behavior, and positive behavior supports are not working, rather than suspend or expel, our line of action is as follows...

1. Meet with the director, parent, and teacher
2. Develop, adopt, and implement a team—based positive behavior support plan
3. Check in daily with the teacher to follow up on progress of plan

4. Meet again 2 weeks after implementation of the plan and re-work, or strategize new ways to work with the child.
5. If it is determined after 2 weeks of positive intervention that the child has not improved and is a safety concern to the well-being of the other children in care, at this time the center may choose to withdraw the child.

CONFERENCES AND COMMUNICATION

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.

Communication is very important to us. When we accept a new family into our business, we like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference. We publish a calendar to our website that will explain some of the activities we are doing, our current curriculum themes, events that will be happening during that month, our days off, and any other pertinent or fun information that may be of interest to you. Parents of toddlers will receive a daily note. Some typical things you may find on this paper would be things to remember, rest schedule, activities, temperament, and meals. Parents of preschoolers and older will not receive a daily note unless there is an unusual reminder or a situation we need to make you aware of. You are encouraged to call us at any time between the hours of 7:00 a.m. - 9:00 p.m. 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 leave a message on our voice mail, we will call you back as soon as possible. The best time to call during the day is during our daily quiet time. We are looking forward to a terrific relationship with you and your child!

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. We would appreciate it if you consider our schedule when picking up or dropping off your 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 rest period is over.

CHAPEL

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

CENTER CLOSING

SEEC will be closed **with payment** the following days throughout the year:

- New Years
- MLK Jr. Day
- President's Day
- Memorial Day
- July 4th
- Columbus Day
- Veterans Day
- Good Friday
- Monday Following Easter
- Christmas Holidays
- Week of Vacation Bible School

SEEC will send out/post a yearly calendar every year with specific dates for closures.

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.

SEEC will follow the Wiggins School District for any closings due to weather, etc.

SEEC has 2 built in snow days in the calendar (paid), but any excess of 2 days will be credited to your account.

TRANSPORTATION

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

ARRIVALS AND DEPARTURES

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.

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. If you are going to be later than 5:30pm, please let the teacher/director know.

We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off.

During arrivals and departures, we expect you to back up our rules, but if you do not, we will remind your child that their behavior is inappropriate and take action to correct, if needed. Please be in control of your child during these times.

We prefer that there are no pick-ups or drop offs during the designated daily quiet time, but if it is necessary please be as quiet and brief as possible. Children who arrive during quiet time will be expected to remain quiet (they may play/read quietly) until quiet time is over, so that others will not be disrupted from their naps.

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 parents with them."

Drop-off and pick-up times are not good times to discuss problems. Little ears and minds hear and understand everything. We are not comfortable discussing children in the presence of anyone except their parents. Topics that concern day-to-day events, or light-hearted discussion are fine.

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 naptime 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. 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.

LATE PICKUP

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 PICKUP

If a person attempts to take a child from the center 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 center. 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. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who

releases the child does not know the adult, identification, in the form of a driver's license or other photo ID, must be required to assure that the adult is authorized to pick up the child.

CLOSURE OF THE CENTER

The Director will be responsible for closure of the center. 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/MONEY

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 naptime, 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. If for any reason the child brings money to the center, it needs to be put in an envelope labeled with the child's first and last name, amount of money contained, and given to the child's teacher for safe-keeping upon arrival. The teacher will keep their envelope in a locked location until it is needed.

If this protocol is not followed, we can assume no responsibility for lost/stolen money.

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 very happy when they go home in the evening. Naptime 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

naptime, 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, prescreened 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 prescreened by a teacher. In addition, there are no screens of any kind allowed at snack or meal times.

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.

BREAKFAST AND LUNCH PROGRAM

Parents will be responsible for sending their child a nutritious lunch. Their lunch boxes will be collected at drop off time and a staff member will be responsible for warming/serving their food at lunch time (11:30am). Home provided lunches **must meet USDA nutrition standards.** We will not force any child to eat their food, however we will encourage 'no thank you' bites before they can be excused. SEEC will provide breakfast snacks, afternoon snacks, whole milk for children ages 12 months to 24 months and low fat milk for children ages 2-5. For special dietary needs that are a parent preference, parents will provide all foods/drinks for their children. Milk will be served with breakfast snacks and lunch. Water will be served with afternoon snacks. Toddler classes will be served with sippy cups provided by the center. Staff members eat with the children and work on good table manners and allow children to express independence.

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.

Any volunteers must have a state background check completed. Volunteers must always be approved prior to their duties, and must abide by the state rules and regulations, as described below... E. Volunteers (see also Section 7.702.33, I and J) 1. Volunteers who work more than fourteen (14) calendar days (112 hours) per calendar year who are used to meet staff to child ratio must be equally qualified as an early childhood teacher, assistant early childhood teacher or aide and have complete staff records as required in Section 7.702.92. 2.

Volunteers used more than fourteen (14) calendar days (112 hours) per calendar year that are used to meet staff to child ratio must complete fingerprint based background checks and the State Department automated child abuse and neglect background check. 3. Volunteers must be supervised and given instruction as to the center's policies and procedures. 4. The only time a parent/guardian volunteer may be alone with a child other than their own without

completing all required background checks, is while driving on a field trip. 5. Volunteers between the ages of twelve (12) and sixteen (16) must have a written purpose developed by the center for volunteering and may not volunteer for more than two (2) hours per day.

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.

SPECIAL ACTIVITIES, STAFF RESPONSIBILITY FOR SUPERVISION OF ALL CHILDREN

Each child's birthday is his/her "Special Day." It will be your responsibility to provide a cake, cupcakes, or treats for your child's special day. We will let you know which day we will celebrate. We also have holiday parties occasionally throughout the year. Signup sheets will be posted at the cubby area for your assistance these days as needed on a voluntary basis. During special activities staff is responsible for the supervision of all children as-per-usual ratios, etc. We may have additional staff available for a higher need

activity day.

NOTIFICATION WHEN CHILDCARE SERVICES IS WITHDRAWN OR WHEN PARENTS WITHDRAW FROM CENTER

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the child care after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child or provider
- False information given by parent either verbally or in writing

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. You are required to give two-week's written notice when you decide to terminate childcare. The two weeks will be paid in full, regardless of whether or not your child is in attendance. We will give two-week's written notice of termination for which full tuition is due, whether or not your child is in attendance. We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect our wellbeing or other children in attendance. In this situation, the two-week's payment of tuition is still required. Termination notice will not be accepted while the provider or parents are on vacation. You may pay two-week's fees in lieu of two-week's notice.

MATERNITY/EXTENDED LEAVE

In cases of your potential absence due to maternity or extended leave from your job, we still require full childcare rate payments for the entire time of your absence to hold your child's position.

TRIAL PERIOD

All new children will be cared for on a two-week (14 calendar days) trial period beginning on your child's first actual day of care. During that time the parent or provider may terminate the child care agreement with 24 hours notice. No pre-paid fees will be credited upon cancellation during the trial period. After the trial period, a two-week's written notice is required by either party to terminate the agreement. Your security deposit is not refundable if services are canceled during your Trial Period.

PAYMENT PROCEDURES

Your specific rates will be outlined in your Contract and Rate Agreement. Payment is payable in advance and is due no later than 100% of the month's tuition due on the 1st of the month OR 50% of the month's tuition due on the 1st of the month, and the remaining 50% of the month's tuition due on the 15th of the month. If the 1st or 15th falls on a Saturday or Sunday, payment is due in full on the previous FRIDAY.

***Please note that all deposits to hold a spot, such as the 1st week's tuition plus \$75 registration fee is NON-REFUNDABLE. This payment represents a commitment both financially from you to us and us to you. NO EXCEPTIONS. If this day is a holiday, payment is expected on the previous day. If you go away on vacation, payment is due BEFORE you leave. If it is our planned day(s) off, your payment is expected BEFORE we leave. In cases of illness, your payment is still expected unless other arrangements have been previously made. If we close the childcare due to our own illnesses or emergency, payment will be accepted on your first day back to childcare. Payments may be made by check, cash, or debit/credit card at the sign in/out computer. Each year, a 3% increase in tuition may be applied.

NSF CHECKS

If a check is returned to us for non-sufficient funds, you will be required to pay all fees that we incur as a result of the returned check. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, we will only accept cash payment from you from that point forward.

SUPPLIES

You are responsible for supplying diapers, a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers to be stored in the changing table (We will let you know when your supply runs low). You are required to supply a blanket and fitted crib size bed sheet for your child to be kept at the childcare center. All blankets and bedding will be sent home to be laundered every Friday. Good clothing is not recommended. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing (a visit or party right after child care or a trip to the photographer), please send the special clothing with your child and we will help them clean up and get dressed prior to your arrival. You will be required to bring bathing suits to be kept at the childcare center in the summer. We will request certain items for certain times of the year such as boots, snowsuits, etc. Please keep in mind that if you do not bring a needed item, it may prevent all of the children from going outside. We will call you and have you bring necessary items if it prevents the whole group from going outside, participating in

an activity, etc. If it becomes necessary for us to purchase supplies and/or requested items for your child(ren), you will be billed on your next payment due date.

ACTIVITIES & CURRICULUM

The main goal of this childcare is to have fun, improve social skills, begin an educational journey and encourage creative expression.

We will utilize a variety of activities to accomplish this goal. Free play, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos are just some of the activities we will be doing. We provide a preschool program year round for children ages 3 - 5 at no additional cost. Some of the activities include arts & crafts, music, math, science, stories, games, as well as letter, shape, color, and number recognition in a monthly theme format. Some of the projects will be taken to share with the family and others will be ones that you can ask about. The monthly activity schedule is posted on the bulletin board by the pick up/drop off area. The goal of preschool is to have fun and provide a little extra learning stimulation for the older children. It will not be a rigorous academic program as young children still learn best from participating in and observing the environment around them. Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times.

PARENTAL INVOLVEMENT

There will be times and ways you can get involved in your child's child care experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Chaperoning on field trips
- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at the center with the concepts we are studying here.
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties

CENTER RESPECT RULES

Please respect our profession, our center, and us. The respect that you show us, including our center, furnishings, equipment, yard, and other children will communicate itself to your child and will make for a better working relationship.

There are certain rules that all children will be taught and expected to follow. In addition,

although we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our center "demolished". The following rules are enforced for the safety and well being of everyone. There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs, tables, or furniture. There will be no use of obscene, derogatory or disrespectful language. Children may not walk around the center with food, cups or bottles. Children are not permitted to lift and/or carry other children while in our center or on our property. Respectful treatment of other people and all property, toys, and furniture is expected. Theft, Willful destruction of property will be charged to the parent at the cost to replace the item. Toys are meant to be played with, and if they break it is most likely from wear and tear. Unless a child deliberately takes a toy and breaks it, you or your child will not be held accountable. Please support me in the enforcement of these rules, in order to create a better environment for all. **No smoking is permitted on the premises.**

REVISIONS TO HANDBOOK AND CONTRACT

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes.

HONORING HOME LANGUAGE DEVELOPMENT

Summit Early Education Center recognizes the importance of honoring the child's home language development for lifelong learning and respect and sensitivity to diversity and culture. In the case that there is a dominant second language in a classroom (more than 50% of children's home language is a language other than English):

1. A bilingual teacher will be assigned to the classroom who must be fluent in the dominant second language represented
2. All written and other correspondence will be translated by a bilingual teacher.
3. Primary care giving practices will be utilized with bilingual teacher/bilingual students so that they may have great success when communicating about their child.