

Ignacio Early Learning Program

A Division of Southern Colorado Community Action Agency, Inc.

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PARENT HANDBOOK and REGISTRATION FORMS

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Mission Statement

***The mission of the Ignacio Early Learning Program:
Providing High Quality Experiences for Children and Families.***

Ignacio Early Learning Program is a, 501(c)(3) not-for-profit child development center. The school provides child care and early education services year-round for families with children three to five years old. Ignacio Early Learning Program serves 48 children per day and is made up three classrooms:

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|-----------------------|
| Preschool-16 Children |
| Preschool-16 Children |
| Preschool-16 Children |

Ignacio Early Learning Program has adopted an emergent curricular model, called Creative Curriculum. While we have identified developmental goals for every child in our care, teachers are trained to be in tune with the child perspective. Children support the direction of the study that is selected based on their interest level. Lesson plans and daily activities will reflect their interest. It is the responsibility of the teacher to: 1.) thoughtfully observe the children in their care and determine what themes are peaking their curiosity; 2.) weave social/emotional, language, fine/gross motor, and cognitive learning into the thematic planning process.

Each of the three Ignacio Early Learning Program classrooms utilizes the *Creative Curriculum* as well as *Teaching Strategies GOLD* -- powerful teaching tools to facilitate individual child assessment, organized documentation and curricular planning.

Ignacio Early Learning Program is proud to be a program that serves children with a variety of needs. We contract directly with the Colorado Department of Human Services to serve low- to moderate-income families who qualify for the Colorado Child Care Assistance Program (CCCAP). Ignacio Early Learning Program also serves children under the Colorado Preschool Program (CPP).

Program Tuition Fees and Payments

Initial Registration Fee/Annual Fee

The Initial Registration Fee is due upon confirmation/intention to fully register your child at the center. The registration fee is non-refundable and does not apply towards your tuition.

- Initial Registration Fee for 1 child: \$10
- Initial Registration Fee for 2+ children: \$20

Financial Agreement

All parents or legal guardians are to fill out the Financial Agreement. This Financial Agreement MUST be returned to the Division Director before enrollment. (If you did not receive this agreement, please let us know immediately).

- Tuition rates are subject to change at any time.
- Tuition is invoiced for an upcoming month by the 2nd of the current month. Tuition payments are due on the 1st day the month. If payments have not been received by the 15th a \$20 late fee will be issued unless you have worked out prior arrangements with the Division Director.
- If you intend to make a schedule change or withdraw your child from our program, one month or at least 30 days' notice is required; if under 30 days' notice is given you will be charged for 30 days from the date you gave notice of the schedule change or withdraw. Notice must be given in writing to the Division Director, by filling out the intent to change schedule form. Please ask the Division Director for the form.
- Ignacio Early Learning Program does not offer vacation/sick credits and does not credit for holiday closures, or national holidays in specific months. Tuition is prorated to include all closure dates.
- If your child is sick, or misses a school day, you're still responsible for payment.
- If you fall behind on your tuition payments on any given month, a meeting with the Division Director will be scheduled to discuss and set up payment options.

Automated Payment (ACH)

Ignacio Early Learning Program offers parents the option to participate in the convenient Automated Payment option. Tuition statements are processed on the 1st of each month for the upcoming month. Your statement will be emailed out the first week of each month. Automated Payment processing will automatically collect payment via an ACH (electronic) withdraw from your bank account. Your payment is automatically applied to your invoice (no more paper checks or drop box). There is no cost to participate in this program. If you choose not to use this option, you will be responsible for timely check payments. Tuition is due on the 1st day of each and every month and a late fee of \$20 will be applied to those accounts when payment is not received by the 15th of the month.

Tuition Rates

Ignacio Early Learning Program is open Mon-Fri from 7:30-5:30pm. The daily tuition base rate covers care from 7:30am to 5:30pm.

Preschool Full Day-\$36.00/day

Toddler Full Day \$38.00/day

Permanent Schedule Changes

Ignacio Early Learning Program will not be able to reserve days for families who choose to drop scheduled days during the summer, or any other time of year. If you choose to drop days of attendance at any time, these days will be offered to other families on the wait list. If your child is sick or misses a day, you may not drop-in on another day without incurring a daily cost. We employ teachers to accommodate the classroom's anticipated daily needs. Please contact your child's classroom teachers to inquire about adding drop in days.

Withdrawing Your Child

When a parent chooses to withdraw their child for any reason this contract may be terminated by giving a 30-day written notice.

Management Team

Ignacio Early Learning Program employs three administrative staff to manage the day-to-day operations at the center. To view current staff members, please visit the Staff page on our website: www.sococaa.org

As a 501(c)(3) organization, we are governed by a Board of Directors. The Board of Directors meets monthly; we invite any interested parents to participate. To view current board members, please visit the Board of Director page on our website.

Ignacio Early Learning Program's primary mode of communication with families is email. Closure dates, lesson plans, and big happenings will all be communicated via email. Please ensure that Ignacio Early Learning Program has your most up-to-date email address and that you are checking this email periodically throughout the week. Ignacio Early Learning Program sends monthly invoices and announces all major school events via email. You may contact the:

Division Director: mlbrunson@sococaa.org

Assistant Division Director: lruybal@sococaa.org

Ignacio Early Learning Program Daily Operations

Monday-Friday:

School Day: 7:30am to 5:30 pm

Child Drop Off: 7:30-8:30am

The school day promptly begins at 8:30am each morning, we ask that you bring your child to school prior to 8:30am so they may be properly adjusted to the classroom setting before the school day begins.

Ages of Children Accepted

Children ages two to five years of age are accepted for enrollment at Ignacio Early Learning Program.

Closures

Ignacio Early Learning Program follows the Ignacio School District schedule for spring break, winter break, and most national holidays. In addition, there will be additional closures each year for staff professional development. A calendar of closures will be provided the September before the following calendar year and will also be posted on our website.

Any snow delay or weather-related closure announced by the Ignacio school district will be applicable to Ignacio Early Learning Program. In the event of an Ignacio school district closure Ignacio Early Learning Program will be closed. For information regarding Ignacio School District closures you may call 970536-0500 or visit www.ignacioschools.org

Check in and Check Out Procedure

Ignacio Early Learning Program utilizes an electronic login system called ProCare. ProCare is a comprehensive childcare management software that allows communication with families and monthly invoices sent out.

By using our Check in/out stations, which is located in 3 areas of the center, parents can check their child in/out. It is the responsibility of the parent to accurately sign their child in and out of Ignacio Early Learning Program every day. If you do not sign in and out accurately you will be charged the maximum extra hours charge for each day you fail to do so.

Additionally, under the Parent Portal of ProCare, parents can access information online, update contact information and view invoices. To access the Parent Portal, please login via our website using your email address and the password provided to you when you log your child in and out each day.

Notification of absences

We appreciate a phone call when your child will be absent from the center so that we can better plan for the daily program. If your child is absent due to a communicable illness, we need to know so we can inform other families. (i.e., flu, thrush, strep throat, ringworm etc.)

Notice of Non-Discriminatory Policy

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

Personal Items to Bring to the Program

To help keep your child comfortable in our care, please provide a complete change of clothes appropriate for the season. Please place your child's name on each article clothing and on each personal item. Your child will be provided a locker to store their personal things. Your child will also need a small, light blanket for nap time.

School Food Program

Parents need to send a lunch with their child each day.

- All lunches must be labeled with the child's name. An ice pack must be included in the lunch bag to keep foods cold, or foods that need refrigeration can be removed from the lunch box, labeled, and placed in the center refrigerator.
- Children are not allowed to share lunches, as some children may have specific dietary requirements.
- Lunch time provides teachers the opportunity to naturally converse about good nutrition and healthy eating habits. Children are allowed to choose the order in which they eat their food, including desserts, and to determine how much they want to eat. The teachers will encourage the children to eat a good portion of their lunch; however, will not force them to eat everything.
- A healthy lunch has the nutrients and energy children need to grow, learn and play. It usually provides 1/3 of the nutrients and calories children need each day. Although it can sometimes be difficult to decide which foods are healthy choices, there are endless food choices available for lunch boxes. Points to consider in planning a packed lunch.
- A healthy snack will be provided once a day.

Food Allergies

We serve children with food allergies. In order to better serve your child, we need to know if it is a preference, intolerance, or an allergy to a specific type of food. If it is a true allergy, we will set up a meeting with the Division Director and/or school nurse to formulate a Care Plan. This care plan will go over symptoms and what we can do at Ignacio Early Learning Program to keep your child safe. Ignacio Early Learning Program makes every effort to be a peanut free facility and we highly recommend that you refrain from bringing in any snack or food from home that contains peanuts. We know this is an inconvenience, but when weighed against the safety of a child, we feel it is worth it.

Safety and Security

Drop off and Pick up

All authorized pick up persons select their own password when they register at the check-in computer. This way the password is known only to the person themselves and is not accessible to any other persons including staff members. This feature was developed to meet regulations in many states which require you to demonstrate that your attendance records accurately reflect the people who picked up or dropped off a child.

Children who arrive late

Occasionally, the Center may leave the building to go on walks etc. If your child is not present at the school by 8:30 am, a phone call will be made to the parent to determine if the child is expected to be present. The parent will be responsible to drop the child off wherever the children and staff are.

Authorized Contacts

Ignacio Early Learning Program, in accordance with Colorado State Regulations, will only release your child to an authorized adult. An authorized adult is someone who you have specified as an authorized person on your child's Emergency Waiver Form. The designated person will be required to show picture identification at the time of pick up. If an unauthorized person tries to pick up your child, you will be notified immediately by phone. If you cannot be reached, we will call the authorities and your child will not be permitted to leave the building. All visitors (non-parents) are required to show identification and sign in at the door and check in at the main office.

If a parent or authorized adult attempts to pick up a child while intoxicated as a result of alcohol or controlled substance abuse the Division Director will immediately contact the authorities.

An authorized adult must be available to pick up your child at all times. If your child is ill, injured, or needs to leave school grounds for any reason and Ignacio Early Learning Program is unable to reach an authorized adult within a 1-hour period Ignacio Early Learning Program staff will report the incident to the Department of Social Services. If you are over 30 minutes late (after 6pm) picking up your child from Ignacio Early Learning Program, and staff is unable to reach an authorized adult the incident will be reported to the Department of Social Services.

Unauthorized Attempt to Pick-up Child

In the event an unauthorized person attempts to pick up your child, authorities will be called immediately and the center will go into lockdown. The parents will be notified immediately. Authorities will be called and notified of a child abduction.

In the event a parent is not allowed to pick up the child or visit them at the Program a copy of the court order must be on file with the Program.

If a Child is NOT Picked Up

When a child has not been picked up on time, parents will be contacted immediately. In the event an emergency has occurred preventing the family from picking up the child, the emergency contact provided will be called. If no person authorized to pick up the child has arrived within 30 minutes after closing, and no family or emergency contacts have been reached, Child Protection will be called to assume responsibility for the child, an action mandated by Colorado State Law.

Lock-Out/Lock-Down Policy

In the event of a Lock-Out/Lock-Down you will be notified via the KidReports app (see Notifications in Daily Child Policies) and also a sign will be visible on the front door of the Program communicating what is happening in the program.

Family Involvement and Communication

Open Door Policy

You are welcome at our program at all times. We encourage you to visit unannounced. Visit your child and join us.

Visitor Policy

Visitors other than parents will be required to sign in indicating their name, address and purpose of visit. They will also be required to show a picture ID.

Communication

Daily communication between the parent, child and teacher is important to ensure a good working relationship. We encourage parents to visit the classroom and speak with teacher(s) as often as possible. In addition, please check your child's locker daily as well as your email.

Parent Incident

Ignacio Early Learning Program teachers and staff are professionals in the field of Early Childhood Education. If a parent or family member treats an employee in a rude, disrespectful, or belligerent manner, the Executive Director and Director reserves the right to expel the family from the Ignacio Early Learning Program. The family will have one opportunity to appeal this decision to the Board of Directors in writing.

Please be advised, Ignacio Early Learning Program teachers and staff document any/all incidents which occur on school property and are deemed inappropriate, unprecedented, and/or noteworthy. These documented incidents will be retained in your child's file for the duration of your tenure at Ignacio Early Learning Program.

Child Medical Information

Immunization Policy

Ignacio Early Learning Program accepts children who are not fully immunized, but highly recommends that all children in a care setting be immunized. Ignacio Early Learning Program requires a signed doctor exemption letter for those children who are not fully immunized. Please provide updated copies of immunization records to the administration offices after any updates. **Please provide any up to date records you may have by the first day of preschool for your child.**

Illness Policy

Please do not bring your child to school if they have displayed the following symptoms in the past 24 hours: diarrhea; vomiting; a fever; a rash or allergic reaction; or conjunctivitis (pink eye). We require you to notify Ignacio Early Learning Program of any communicable disease so we can post this information. If your child has been prescribed medication by a physician for conjunctivitis, lice, or any communicable disease, they must take the medication for a period of 24 hours and display no other symptoms before returning to the center.

Sometimes children experience a high level of stress due to changes in the home, changes at school, or a combination of external variables. Generally, if a child has been in distress for over a period of 30 minutes, parents will receive a phone call from Ignacio Early Learning Program alerting them to the situation and to elicit advice. In an instance where your child is deemed to be too uncomfortable to be at school you will be contacted to pick up your child immediately.

If your child becomes ill with diarrhea; vomiting; a fever of over 100°F; a rash or allergic reaction; conjunctivitis (pink eye); or is unable to finish their day at school successfully there must be someone available to pick him/her up. It is the responsibility of the parent to make sure that either a parent or an emergency contact person is available at all times. In case of an emergency or illness, parents will be contacted first. If they are not available, we will go down the Emergency Contact list until an authorized adult is notified and available to pick up.

In the case of a child with a communicable disease (chicken pox, etc.,) you will be alerted by email with the date of the diagnosis and the number of children infected. State Law requires that the local health department be notified of the diagnosis of certain communicable diseases.

*Please see illness chart on page for more detailed information regarding specific illness information.

DETAIL ILLNESS EXCLUSIONS

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| COCKSAKIE VIRUS (HAND, FOOT AND MOUTH) | YES- Center health policies in best practice for the health & wellbeing of all the children & staff do not allow children with open sores that cannot be covered or sores in the mouth with drooling to attend school. Your child may attend if the fever is less than 101 degree F. |
| STREP THROAT | YES - Until 24 hours after treatment has started and the child has no fever for 24 hours. |
| COUGHING AND CROUP | YES - Medical attention is necessary (Any severe, uncontrolled coughing) Note: Children with asthma can be cared for with or wheezing, rapid or difficulty breathing authorizations to treat and a written health care plan. |
| CONJUCTIVITIS- PINK EYE EYE DISCHARGE | YES -Until 24 hours after treatment starts or symptoms are not present. If your provider decides not to treat your child, a statement providing the diagnosis and the discharge is non-infectious. Ex. Allergy related |
| CHICKEN POX | YES - Until the blisters have dried and crusted, (usually 6 days). |
| DIARRHEA Stools that are watery and frequent | YES -Diarrhea that is not contained in a diaper or by the child's ability to use the toilet must be excluded. May attend if diarrhea is determined to not be from illness. Your child must be excluded from the center until 24 hours after the diarrhea has stopped or until your child had a written statement from his/her pediatrician stating the cause of diarrhea, and that it is not contagious to others. |
| FEVER. Any child with a fever of 99.9 or above will be excluded. | YES- When fever is accompanied by behavior changes and other symptoms of illness. Or the child is unable to participate in the usual activities requiring more care than the staff is able to provide. |
| HEAD LICE | YES- Until after first treatment and the child is nit free. |
| SCABIES | May return after treatment has started. |
| HERPES | YES- If area is oozing and cannot be covered. Example: mouth sores |
| IMPETIGO | YES- Until after 24 hours after treatment has been started. |

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| Body RASH <u>with</u> fever | YES -Seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. Note: Not all rashes require exclusion but some may require a note from the health care provider with a diagnosis and statement of non-contagiousness. Diaper rash can be treated with the proper authorizations. |
| MILD RESPIRATORY OR COLD SYMPTOMS: Stuffy nose with clear drainage, mild sneezing and mild cough. | NO - Child may attend if able to participate in all usual activities and if nasal drainage can be controlled. |
| UPPER RESPIRATORY COMPLICATIONS: Large amounts of yellow-green nasal discharge and other symptoms. | YES - Seek medical advice. Child may return when symptoms have improved or with a note from the health care provider. |
| RINGWORM | May return after treatment has started. Area must remain covered for the first 48 hours. |
| ROSEOLA | YES - Seek medical advice. A child with rash and no fever may return with a note from the health care provider. |
| RSV | YES - A note of clearance from the medical provider is required to return to the center. |
| VACCINE PREVENTABLE DISEASES | YES - Until judged not infectious by health care provider. Requires a note from the health care provider. Report to School Nurse Consultant. |
| VOMITING (2 or more episodes of vomiting in the past 24 hours) | YES - Until vomiting resolves or is proven noninfectious, controllable within the setting and child is able to participate in usual activities. Observe for other signs of illness and for dehydration. |
| HEPATITIS A | YES - May return with a note from the health care provider and able to participate in usual activities. |
| YEAST INFECTIONS | Oral thrush requires a note of clearance especially for toddlers and small children who drool and mouth shared toys. Candida caused diaper rash can be treated with required authorizations. |
| FIFTH'S DISEASE | NO - By the time the rash has appeared the child is no longer contagious. Pregnant staff in direct contact with the child may check with their own health care provider |

Medication Policy

Prescription medication will only be administered by delegated and Medication Administration Certified Ignacio Early Learning Program staff under the following circumstances:

- A Care Plan is in place, written and provided by the Ignacio Early Learning Program school nurse. Ignacio Early Learning Program admin will ensure this is completed and must include the following information:
 - Written authorization from your health care provider is required (Ignacio Early Learning Program has the current form and can send it to your physician)
 - Parent written authorization is provided
 - Documentation on the care and storage of the medication in the log book; located in the office
 - The prescription or FDA approved medication must be brought to the center in a container appropriately labeled by the pharmacy or physician, stating the name of the medication, the child's name and the dosage. No medications may be left in the classrooms (in diaper bags, cubbies, etc.).

Developmental Screening

Ignacio Early Learning Program uses the Ages and Stages Questionnaire (ASQ-3) and the Ages and Stages Questionnaire: Social Emotional (ASQ:SE) developmental screening tools as a first step in looking closely at a child's growth, learning and development. Developmental Screening provides valuable insight about a child's cognitive, motor, communication and social-emotional development to

determine if children are learning basic skills. Screenings are helpful because they identify children's current understanding of concepts and assist in helping early learning professionals build an educational baseline from which to begin planning. Screening results can help to connect children at risk of developmental delay to community resources and supports for further evaluation or to determine eligibility for services. Screening results will be shared with families and remain confidential. If your child is in need of additional evaluation, we will work with your family to ensure that you are connected to the appropriate resource within the community: based on the age of your child, your child's needs and the county and school district in which your family lives. Our referral sources are Community Connections for birth to age 3 and San Juan BOCES for children aged 3 – 5 years old.

We will screen your child upon enrollment (unless results indicate a need for more frequent intervals). Screening results will inform our educational planning and will be used to individualize and enhance the learning environment. Teachers will monitor the progression of your child using TS GOLD. Family participation and input is a valuable aspect of the developmental screening process and will be an integral part of the process.

If your family decides to utilize services from a community partner, we will work together with your child's providers to create a customized Individualized Family Service Plans (IFSP, birth to age 3) or an Individual Education Programs (IEP, 3 years old and up). We will work diligently to ensure the success of your child at Ignacio Early Learning Program.

Parent Conferences

We encourage you to schedule meetings with your child's teacher whenever you have questions or concerns. In addition, we offer parent-teacher conferences twice a year. This gives you an opportunity to discuss your child's program. Progress and any other questions you may have. We hope you take advantage of these opportunities. You will be informed when conferences are held.

Daily-Child Policies

Diapering and Toileting Policies

Parents of children who are Potty Training are required to provide diapers for their child. Children's diapers will be changed every two hours, as well as at any additional times during the day when needed. Teachers will be supportive of toilet training by providing consistent and stress-free opportunities for your child to use the toilet. All parents are required to provide an extra pair of weather appropriate clothing to leave at school in the event of an accident.

Children are not forced to use the toilet, nor punished for not using the toilet. However, any child who is not using the toilet consistently will wear diapers or pull-ups at school.

Nap and Rest periods

- Nap time will be from 1:00-3:00 every day.
- You can provide a blanket for your child, as long as they are a light material and allow for free movement of the child's arms. Please discuss this with your teacher and admin if you have further questions.
- Children are provided with an opportunity to rest or nap each day and must remain on their nap mat during naptime. Children are not forced to sleep, however will be asked to rest quietly for an hour. If they are still not napping after an hour, they will be given a quiet activity as to not disturb those who are sleeping.

Outdoor Play Necessities

All children **MUST** have the following items provided by parents each day at school:

-Hat for sun exposure, season appropriate

-Water Bottle

-Outerwear

-Sunscreen (spring, summer, fall) *A form must be signed consenting to sunscreen application.

-Extra Change of clothes

Please make sure and label each of your child's belongings.

As long as weather permits every child will have an opportunity to play outside every day. Please provide a raincoat and hat on potential rain days. Snow pants, hats, gloves, boots, and coats are required for each child during the winter months. If the outside temperature is below 25°F the children will remain within the center. If the outside temperature is 26°F – 31°F the children will go out in brief (15 to 20 minute) intervals. Please be sure to label your entire child's clothing, this will prevent clothes being lost or misplaced. If there is visual lightning or other seemingly dangerous variations of weather, all children are escorted inside. **Alternate large motor activities will be provided for children if temperature is below the recommended temperature for all age groups.*

Incident Reporting

In the case of any physical event (injury) an Incident Report will be completed by the teachers present at the time of the incident. Depending of the severity of the injury, parents may be notified immediately via phone call or verbally at pick up. One copy of this report will be sent home and one copy will be filed in your child's file. This report will be confidential to each family; i.e. if another child was involved in the infraction this child's name will not be divulged.

Discipline Procedures

The Discipline policy of Ignacio Early Learning Program is to treat each child with respect in all situations. A child will not be placed in "time out" at the program. We utilize positive guidance (See the Positive Guidance Section for further understanding).

If a child is segregated from the group due to inappropriate or aggressive behavior, they will be accompanied by a teacher and/or the Division Director, who is readily available to discuss the nature of the incident, why it was inappropriate and what a more appropriate response might have been.

For serious behavioral problems which may endanger other children and/or teachers, a parent may be contacted immediately by phone. If a pattern of aggressive behavior develops a behavior modification

plan may be developed with collaboration from parents, (external consultants may be contacted; BOCES) and the Division Director.

In circumstances where a child has physically injured other children or teachers in his/her classroom three times during any given day the child may be sent home. While Ignacio Early Learning Program understands this may be a significant hardship for families it is our responsibility to keep every child under our care safe at all times. If the need arises, it will be the parent's financial responsibility to seek the help of a behavior specialist. All communication regarding developmental milestones, progress, challenging behaviors will be between the parent(s), legal guardian(s), teacher, Division Director and Assistant Division Director.

Missing Child Policy

All educators are required to maintain proper head counts at repetitive intervals throughout the school day. Each classroom has a "Transition Tracking Sheet" which is used during major transitions and on field trips to ensure proper head counts. Each staff member is responsible for a specific group of children at all times. In case of an emergency where a child cannot be immediately located, the teacher will immediately notify the Division Director who will notify the child's parents. If the child is not located within 5 minutes the Division Director will contact the authorities.

Parent Volunteers

Ignacio Early Learning Program is a non-profit organization that relies on volunteers and donations to strive as an organization. Ignacio Early Learning Program is always in need of parent volunteers! If there is something in particular you feel you have to offer the school, please see the Division Director so that your unique talents can be put to good use. We expect parents to consistently help in making Ignacio Early Learning Program a wonderful place for children to grow and thrive.

Television/Video Viewing Policy

Ignacio Early Learning Program employs a strict enforcement of screen time within our classrooms. We understand that media can get in the way of learning, and have specified lengths of time that each age group is allowed to partake in TV/Video/Computer/iPad programming during their school day. These time lengths are suggested by our mandated Colorado Rules and Regulations regarding Childcare Facilities.

Two years of age and up are allowed up to 15 minutes of screen time per week.

There are special occasions that we may make concessions (holiday activities and winter/spring camps), however these are made on an individual basis and take into account age of children and the media that the teacher suggests

Child Abuse Reporting

In the case of suspected child abuse the program director will report suspicions to social services and local law enforcement authorities. Ignacio Early Learning Program has a legal and ethical obligation to report suspected child abuse and will not hesitate to do so.

Filing a Complaint with the State of Colorado

If you have cause to file a complaint about Ignacio Early Learning Program with the State, please contact:

**The Colorado Dept. of Human Services
The Division of Child Care
1575 Sherman Street
Denver, Colorado 80203-1714
(303)866-5958**

Questions regarding this document can be directed to the Program Director.

Positive Guidance Policy

The goal of positive guidance is to instill self-discipline. Children are more likely to develop self-discipline and control when treated with dignity and given clear, consistent and fair limits for behavior.

Our guidance policy is proactive rather than reactive. Our staff completes professional development studies in classroom and proactive behavior management and child development, which all contribute to creating a warm and positive learning environment where children's feelings are validated and positive behavior is encouraged.

Ignacio Early Learning Program philosophy recognizes that in an atmosphere of respect and acceptance where appropriate and interesting activities are offered, discipline problems are minimized. If problems do occur in the process of a child testing his or her environment, staff will provide positive guidance, redirection, and the setting of clear cut limits. This helps children develop self-control, self-esteem, and respect for the rights of others. We will provide consistent, predictable guidance that is supportive of a child's growth and natural curiosity. Parents will always be notified of their child's behavior and interactions that occur on a daily basis. **At no time is a child ever physically punished (spanked, pushed, shoved, or pulled) or verbally shamed. Food is never withheld as a consequence for behavior, nor is it used as a reward or punishment.**

Adults at the Program shall model the types of behavior expected from children. Adults shall explain the rules of proper behavior and praise children for appropriate behavior.

Our policies use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, and will:

- Use praise and encouragement of good behavior rather than focus only upon unacceptable behavior
- Remind a child of behavior expectations by using clear positive statements
- Redirect behavior by using positive statements
- Use brief supervised separation from the group, when appropriate for the child's age and development, and which is limited to no more than one minute per year of the child's age.

The following types of discipline and guidance, considered to be harsh, cruel and/or unusual treatment, are prohibited:

- Corporal punishment or threat of corporal punishment
- Punishment associated with food, naps or toilet training
- Putting anything in or on a child's mouth
- Humiliating, rejecting or yelling at a child
- Using abusive or profane language
- Requiring a child to remain silent or inactive for inappropriate periods of time for the child's age

Progressive Guidance Policy

The Progressive Guidance Policy is designed to provide a systematic approach for teachers, administrators and parents to assist children who exhibit inappropriate behavior over an extended period of time and with whom positive guidance techniques appear to be ineffective.

We will assess the overall classroom management, which may include determining if the classroom is developmentally appropriate, room arrangement is acceptable, curriculum and daily routines are consistent, staff model and encourage appropriate behaviors, as well as actively supervise and interact with children.

We will review positive guidance techniques being used and assess what is/is not effective with a particular child. We encourage you to use the same techniques at home, as it provides a consistent experience for your child.

These basic techniques are:

~ Ignoring - At times a child may exhibit negative behavior to gain attention. Experts tell us that children will take attention any way they can get it, positive or negative. A proactive stance is to generously give positive attention before a child resorts to getting attention in a negative fashion. We carefully consider what behavior can be ignored and will never ignore a behavior that can result in injury or is a safety hazard.

~ Redirection/Distraction – Teachers can offer alternatives to children engaged in undesirable behavior by:

- Offering the child a different toy
- Suggesting a new activity
- Engaging the child with the teacher
- Suggesting the child play with another child
- Playing independently

~ Verbal Intervention - Staff explain to the child why a behavior is inappropriate, and suggest to the appropriate way to handle the situation. This can be a time to validate feelings yet set limits on unacceptable behavior.

~ Logical Consequences - Logical consequences are something an adult imposes as a result of a specific misbehavior. For example, if a child uses a block to hit other children, then a logical consequence is that the child loses blocks until he/she can demonstrate how to use them properly. The teacher will monitor the child's subsequent behavior and follow through if required. Logical consequences must be related, respectful and reasonable. It is related the child lose the blocks as that is what s/he was misusing. It is not related or permissible to take away outside time or snack time since that is not related to the misbehavior. It is respectful to calmly tell a child s/he cannot play with blocks at this time. It is reasonable to take block center away for the current center time, but is not reasonable to take it away the next day as well.

~ Take a Break - This technique is used after other positive guidance techniques have proven ineffective. In Take a Break, the child is separated from the group to allow them to relax, calm down, and enable them to not be influenced by peers.

- The child is assisted to an area in the room where they can be easily supervised.
- If Take a Break occurs two or more times in one day, you will be notified when the child is picked up at the end of the day.
- The child is returned to the group as soon as the negative behavior stops or is significantly reduced.

~ Guidelines for Persistent Inappropriate Behavior - These guidelines are used when a child has gone through the progressive guidance steps and the child still exhibits inappropriate behavior, or when the child's behavior poses a threat to the health and safety of other children or staff, or when the behavior is destructive to property. We will:

- Observe and record the child's inappropriate behavior, ensuring the record is objective, factual and reflects what was observed.
- Document what staff have done to try to change the behavior.
- Observe the child and assess the environment and teacher interactions.

If inappropriate behavior continues, you will be asked to participate in a parent-teacher conference with the Division Director and teacher.

A specific Progressive Guidance Action Plan will be developed at this conference to address the behavior. The action plan will outline steps the staff will take to try to change the behavior and steps the parents will take. Further, if the inappropriate behavior recurs, parents will be asked to keep the child home for a day or two.

If the child's inappropriate behavior persists after being kept home on several occasions, the Division Director may request the parent's disenrollment.

The Division Director may suggest outside resources. Such as Child Find, San Juan BOCES. With the parent's permission the staff may work with outside resources for further guidance in responding to the child's behavior.

Ignacio Early Learning Program

Child's Name _____ Male ____ Female ____
First Middle Last

Name to be used at school _____ Date of Birth _____

Mother/legal guardian _____ Relationship _____
Address _____ Zip Code _____
Home Phone _____ Cell Phone _____ Work Phone _____
Occupation _____
Email Address _____

Father/legal Guardian _____ Relationship _____
Address _____ Zip Code _____
Home Phone _____ Cell Phone _____ Work Phone _____
Occupation _____
Email Address _____

Requested Schedule: (please circle the days you would like your child to attend) ** Ignacio Early Learning Program does not provide ½ days

Monday Tuesday Wednesday Thursday Friday

Please circle your household income level

\$20,000 and under \$20,000- \$35,000 \$40,000-\$55,000 \$60,000-\$75,000 \$80,000-up

Please write any group experience that your child has had:

List any health problems or allergies your child has (indicate none if applicable). Be specific as to what types of reaction occurs and if your child is on a health plan.

What else does Ignacio Early Learning Program need to know to provide the best possible care for your child?

For official use only:

Classroom _____ Schedule _____ Start Date _____

Completion of ethnicity and race information is only used for USDA funding requirements. The data collected is maintained for "Statistical Use Only" and is protected in accordance with the Privacy Act (93-579), OMB Circular A-108, and DoD Directive 5400.11.

ETHNICITY (Mark one)

_____ **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

_____ **NOT Hispanic or Latino.**

RACE (Mark one or more)

_____ **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

_____ **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **Black or African American.** A person having origins in any of the black racial groups of Africa.

_____ **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____ **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **Other – Please list** _____

Emergency Waiver 2019 School Year

The Ignacio Early Learning Program Staff under the guidance of the Executive Director have my permission to make emergency health care decisions for my child _____ in the event that I cannot be reached.

Date _____ Parent/Guardian Signature _____

Emergency Medical Info: (drug allergies, food allergies, etc.):

Child's Doctor _____

Doctor Phone _____ Address _____

Child's Dentist _____

Dentist Phone _____ Address _____

My child may take supervised walks off of Ignacio Early Learning Program property.

Initials _____

EMERGENCY CONTACTS who may pick up my child from Ignacio Early Learning Program:
(please advise all persons picking up they must provide a photo ID)

Name _____

Phone _____

Relationship _____

Name _____

Phone _____

Relationship _____

Name _____

Phone _____

Relationship _____

In the event of a child's illness/injury or emergency, it is the responsibility of the parent to make sure that either a parent or emergency contact is available by phone each day **at all times**.

Children must be picked up at the Ignacio Early Learning Program by 5:30pm. You will incur a \$5.00 charge per ¼ hour if you pick up your child after these closing times. If you are not present to pick up your child by 5 minutes after closing time, Ignacio Early Learning Program will call you. In the event you cannot be reached we will begin calling your emergency contacts. If neither you, nor your emergency contacts can be reached and your child has not been picked up by 1/2 hr. after closing time, a call will be made to the Ignacio Police Department.

Parent/Guardian Signature _____ Date _____

Ignacio Early Learning Program Financial Agreement

Required for Enrollment

The following agreement is made between Ignacio Early Learning Program and

Parent/Legal Guardian's Name _____

Relationship _____

Home _____ Cell _____ Work _____

Home address _____

Place of Employment & Address _____

Social Security Number _____

Parent/Legal Guardian's Name _____

Relationship _____

Home/Cell _____ Work _____

Home address _____

Place of Employment & Address _____

Social Security Number _____

Social Security Numbers are **ONLY used if sent to collections.*

Ignacio Early Learning Children's Program accepts payments in the form(s) of: check, cash, or money orders or processing. Please make out checks to Ignacio Early Learning Program.

1. Tuition is due the 1st of every month and is considered late on the 15th day of that month. There is a \$20 charge if payment is not received by the 15th day of the month. In addition, a finance charge of 1% will be applied for all balances outstanding on the 28th.
2. Payment obligation is based on the hours you agree to use child care, not on actual hours of attendance. Payment is due if you have agreed to use blocks of time whether or not the child actually attends during those hours. This will include the child's holidays and sick days that fall on regularly scheduled days of care.
3. When fees are not current, children may not be admitted and normal charges will accrue while children are excluded.
4. If you are participating in a subsidized child care payment program, by signing this agreement, you are financially responsible for all complementary fees incurred by you if for any reason Ignacio Early Learning Program does not receive payment.
5. In the event this account becomes delinquent, you agree to pay any and all costs of collection. You will be contacted via email and phone to remind you of your outstanding balance by the 10th of the month. If you do not pay with that notice before the 15th, you will receive a second call, and then after 45 days from the due date, your account will be sent to Collections.
6. If you intend to make a schedule change or withdraw your child from the Ignacio Early Learning program, one month (30 days) notice is required; if under one month notice is given you will be charged for 30 days from the date you gave notice of the schedule change or withdraw.
7. Ignacio Early Learning Program reserves the right to terminate this agreement with no notice for violations of child care rules and policies listed in the parent handbook.

Parent/Legal Guardian's Signature _____ Date _____

Parent/Legal Guardian's Signature _____ Date _____

Photo Permission

I understand that while at Ignacio Early Learning Program, my child may be photographed during activities in their classroom, on the playground, or on a field trip.

Child's Name _____

I grant Ignacio Early Learning Program permission to share my child's photograph internally (i.e. posted within the center; or attached to an internal email).

Yes No _____ init

I grant Ignacio Early Learning program permission to share my child's photograph in promotional materials such as the brochure and the website.

Yes No _____ init

I grant Ignacio Early Learning program permission to share my child's photograph in promotional materials through Ignacio Early Learning Program social media.

Yes, No _____ init

Sunscreen Permission

Name of Sunscreen and SPF # _____

Your child's care provider will assist with applying sunscreen to bare skin including the face, tops of ears, shoulders, arms, legs, and feet 15-30 min before outdoor activity. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian.

_____ int. I understand that sunscreen will be applied to my child before outdoor activities.

_____ int. I do not want my child to use any sunscreen other than the one that she/he brings.

_____ int. In the event that my child's sunscreen is not readily available, my child may use the sunscreen provided by the school.

I have read, acknowledge, understand, and agree to the photo and sunscreen permission forms as outlined in the above.

Parent/Legal guardian signature _____ Date _____

General Health Appraisal Form

Portions of this report are to be filled out by a health care professional who has seen the child in the last twelve months.

Name of Facility: _____

To be filled out by Parent

Child's Name _____ Sex _____ Date of Birth _____

Address _____

I, _____ give consent for my child's health provider to discuss my child's health concerns with appropriate school personnel.

Parent/Legal Guardian Signature _____

To be filled out by Health Care Provider

Past Illnesses - Check those that the child has had and give approximate dates:

| | | |
|-----------------------|---------------------|-----------------|
| Chicken Pox _____ | Roseola _____ | Rubella _____ |
| Rheumatic Fever _____ | Asthma _____ | Hay Fever _____ |
| Diabetes _____ | Mumps _____ | Epilepsy _____ |
| Whooping Cough _____ | Poliomyelitis _____ | Other _____ |

Comments _____

Surgery/Accidents/Illnesses/Chronic Health Problems _____

Describe any physical condition requiring the facilities special attention _____

Medication(s) Prescribed: _____

Allergies: _____

If tuberculin test given: Date _____ Result _____

If chest x-ray given: Date _____ Result _____

Vision: _____ Hearing _____

Please record immunizations and dates administered on the Colorado Dept. of Health Certificate of Immunization SCHOOL FORM and attach.

Date of my most recent examination of this child _____

Signature of licensed Physician or other health care professional _____

Date _____

Name of Physician

Address

City

State

PARENT HANDBOOK

Acknowledgement Form

2019

Revised: October 17, 2018

Please sign the following acknowledgement and return to the Program Director. This will be kept in your child's file

I _____ have read, acknowledge, understand, and agree to comply with rules, regulations and policies outlined in the Ignacio Early Learning Program Handbook.

Child's Name(s):

Parent/Legal Guardian Printed Name:

Signature: _____

Date: _____