



Children's World
Early Learning Center
495 Florida Rd
Durango, CO. 81301
(970) 247-4397

Parent Handbook

Parent Handbook

Information at a Glance

Welcome to the Children's World Early Learning Center! Children's World is a ministry of Christ the King Lutheran Church, ELCA, and is licensed by the State of Colorado.

Renee Rodriquez, Director. Revised 11/2011

Children's World Early Learning Center is dedicated to providing high-quality, Christ-centered childcare and preschool for your children. The administration and staff of this center work together to make each childcare experience a positive one for both parent and child.

Philosophy

We believe that children learn through play as well as a structured educational environment; both elements are central to the adult-child relationship. Frequent, positive, supportive, adult-child interactions help to foster a child's positive self-image, healthy growth and development. We also encourage communication between parents and staff. All information discussed with our Staff will be handled discretely and will remain confidential.

Religion Policy

In this childcare atmosphere, we DO engage the children in religious activities, prayer, and we make use of written materials that promote the knowledge of God and His love for all of His children. Our program is based on the very strong **Children's World** principle that children are a gift from God and that they are allowed to experience their world with that in mind.

Enrollment

We accept children age 6 weeks to 5 years. At the time of enrollment, an orientation meeting will be scheduled to turn in registration forms, discuss special needs, etc. A tour of the **Children's World** Center will be given and parents will meet the staff. All registration forms, parent contact information, and a signed parent guideline packet are to be completed and returned to the director prior to the child's first day of care.

Children's World does not discriminate on the basis of race, color, religious or national origin in any program or activity.

Hours of Operation

Children's World is open from 7:30 A.M.-5:30 P.M., Monday through Friday. We also follow the Durango 9-R School District for inclement weather closures. You can listen to any radio or television station to get this information, or go to <http://durangoschools.org/>

Holidays

Children's World will be closed in observance of the following holidays:

- Memorial Day - last Monday in May
- Independence Day - July 4th or the Monday after or Friday before
- Labor Day - first Monday in September
- Thanksgiving Holiday - Thursday & Friday
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day

Children's World may be closed additional days during the calendar year for staff in-service training and building cleaning and maintenance. You will be notified in advance of additional closures.

Tuition Policy

All childcare schedules at **Children's World** are full time, Monday through Friday. A \$50 Registration fee, a deposit equal to one week's tuition, and the tuition for the first month or prorated portion are due by the first day of attendance. If your child will be starting on the first day of the following month, the deposit and registration fee are required in advance to hold a spot for your child. The first month's tuition would then be due when the child begins at **Children's World**. There is also a \$50 annual activity fee which must be paid when the child begins at **Children's World**, then is due every September 1st while the child is enrolled in **Children's World**.

Tuition is due in advance of childcare services on the first day of each month. A tuition statement will be provided to parents/guardians by the 25th of the month and payment is due by the 1st of the month. If the tuition is not paid by the 5th of each month, a \$25 late fee will be added to the bill. If the bill is not paid in full by the 15th of the month, your child may not return until the balance due is paid. If it is not paid by the beginning of the following month there will be an additional \$25 late fee added at the beginning of every month until the account is paid in full.

In the event that full tuition is not received, the parent will be responsible for any financial expenses that may be necessary to secure or collect payment for child care services that were provided. **Children's World** has the right to terminate your schedule due to non-payment. There will also be a \$25 charge for any returned check.

CCAP: **Children's World** provides full time childcare (5 days per week) only. For families on the Colorado Childcare Assistance Program (CCAP), this means your child(ren) must be enrolled full time, Monday through Friday. If **Children's World** does not receive full reimbursement from the CCAP program for two consecutive months, then your child(ren) will be required to leave the program so that another child(ren) requiring full time childcare can be accommodated. Parent/guardian must swipe their CCAP card on the reader in the director's office twice daily, first at drop-off and then again at pick-up. Failure to do so will result in the day's care charged to the parent/guardian's account at the full tuition rate.

Tuition Policy - *continued*

Withdrawal from Children's World: Two-week's notice is required for withdrawal of a child. Whether or not the child attends for those two weeks, the parents will be charged for those two weeks. If two-week's notice is given, then the deposit is applied to the last week of care or it is refunded.

Arrival and Departure

Arrival at **Children's World** is an important part of the childcare experience for parents, children, and caregivers. Parents are responsible for getting their child to his or her assigned area of **Children's World** safely.

Parents are encouraged to spend time with their child in **Children's World** before leaving. Parents are also encouraged to say a positive good-bye, informing the child that they are leaving and letting them know that they will be returning to pick him or her up. We encourage you to make arrangements to have breakfast or lunch with your child if your schedule allows.

Children will only be released to the parent or someone who the parent has authorized on the emergency contact sheet or by written note. All those who are picking up children that are unfamiliar to the staff will be asked to show a picture ID, regardless of who they say they are.

Staff members soon come to know which child belongs to which parent, and children will never be released to anyone that the staff on duty does not recognize as the child's parent or someone authorized to pick up the child from **Children's World**. Your understanding is appreciated when a staff member asks the individual picking up to furnish a picture ID. State of Colorado childcare regulations also require that parents sign their child in and out every day.

If a child is not picked up by 5:31 P.M., you will be charged \$1.00 per minute until the child is picked up by a parent or authorized person. After 5:45 P.M. an additional fee of \$25.00 will apply (maximum charge \$39.00). This must be paid the day of the incident (please make checks out to **Children's World**). Beginning at 5:31 P.M., we will attempt to contact both parents/guardians and then the other emergency contacts listed on the enrollment application. If a child is not picked up by 6 P.M. and **Children's World** has not been contacted, we will call the police and report the child(ren) as abandoned (as required by the State).

Children's personal belongings

We ask that you do not allow your children to bring their personal toys to **Children's World**.

Children's World will not be held responsible for any personal belongings that are lost, stolen, damaged or destroyed. If your child has a special "something" that they sleep with, they may bring it, but it must remain in their cubby until nap time. If we find that your child has a toy from home, we will put it away in the office and your child may have it back at the end of the day. If your child brings any money to **Children's World**, we will put it in a lock box in the office.

Visitors to Children's World

Any visitor to **Children's World Early Learning Center** must:

- ❖ Sign in with the Director or lead teacher, and provide identification.
- ❖ Have an approved purpose for a limited visit.
- ❖ Be courteous of the classroom schedule and activities.

Daily Schedule/Curriculum

A developmentally appropriate curriculum is planned by the Lead Teachers with the help of the Director. The plans for the week are posted and made available to parents/guardians at the beginning of each month. The activities are planned for social, emotional, cognitive, and physical development. Children are encouraged, but never forced, to participate in the daily planned activities. Children may select from many activities during the course of the day including, art, music, block play, dramatic play, science, story time, and listening to audio books.

We emphasize the use of learning through play experiences that contribute to the healthy development and contributes to the development of the whole child. We emphasize that learning is FUN! Opportunities for exploration and discovery are provided to help your child develop his/her skills. Trained staff interacts with children in supportive and positive ways throughout the entire day. Developmentally appropriate materials and activities are planned to assist the child as he/she progresses through the various stages of development.

Mixed age grouping may occur in older children's areas of **Children's World** to provide an opportunity for all children to learn and help each other in their developmental progression. Mixed age grouping enhances and supports the individual child's personal and social growth.

Health

Children's World's program promotes good health practices and is designed to access and promote age-appropriate growth and development of each child. Upon admission, you will be asked to provide health information for your child. This allows staff to monitor the health care of every child. A nurse consultant is available to Staff and provides monthly on-site visits, as well as reviewing health procedures and practices.

The staff at **Children's World** makes every effort to maintain a safe and healthy environment including frequent hand washing, frequent diaper checks on each child, proper use of facial tissue, and ensuring that children wear appropriate clothing for the weather conditions.

Health - continued

Parents/guardians must make alternative arrangements for their child if they display any of the following:

- Temperature of 101 degrees or above
- Severe cough
- Colored discharge from the nose
- Strep throat or swollen glands
- Questionable skin rash or pink eye
- Diarrhea - 3 loose stools or more in 24 hours
- Vomiting
- Head Lice
- Too sick to participate fully in activities

If a child becomes sick at **Children's World**, the parent(s)/guardian(s) will be notified. The child will be comforted and separated from the other children while waiting for the parent to pick him/her up.

Medication can be administered, *but only* with a signed statement from the parent/guardian and physician. Prescription and non-prescription medication must be in the original container with the doctor's or manufacturer's instructions on it. Parents/guardians are responsible for signing in the medication on the medication log each day that the child requires medication. Unused medication or medication past the expiration date will be returned to the parent/guardian or disposed of properly.

If the temperature outside is above 95 degrees or below 35 degrees, if it is raining or snowing excessively, we will keep the children inside and provide them with alternative gross motor activities.

Medical Emergencies

Staff will take appropriate emergency measures to stabilize a medical emergency until medical assistance arrives or until the parent(s)/guardian(s) assume responsibility. All **Children's World** staff is trained in CPR/ First Aid and will respond to any minor emergency. Incidents requiring treatment beyond comforting a child will be recorded on an incident report form and the parents/guardians will be given a copy. Parents/guardians must complete the Emergency Contact section in the registration packet, listing local contact names and phone numbers. We welcome all children, regardless of health, and we are in compliance with Americans with Disabilities Act.

Child Abuse Reporting

Childcare providers are required by law to report any suspected child abuse to Child Protective Service Agency. If we suspect a child has been abused or mistreated, we are required to report it within 48 hours to the La Plata County Child Protective Services Agency and/or to the La Plata County Sheriff's office.

Child abuse and neglect are against the law in Colorado and so is the failure to report it.
CHILD ABUSE REPORTING 382-6150

Staff/Child Ratios

Children's World cares for children from six weeks through five years of age. **Children's World** follows the State-mandated child-to-adult ratios: no more than 5 children from age 6 weeks to 2 years per teacher, no more than 7 children from age 2 years to 3 years per teacher, and no more than 10 children from age 2 ½ to 5 years per teacher. We take a head count at every transition to ensure that all children are accounted for at all times.

Field Trips

Children's World has vehicles that allow us to take the Preschool children on field trips, but we have no car seats. When a field trip is planned that requires the use of a vehicle, we will need the parent/guardian to provide the child's car seat that day.

Naps

Nap time is just as important for a developing child as playtime. There is a scheduled rest time for toddlers and preschoolers after lunch until about 2:30 P.M. All children are allowed to make their own rest schedule when they need additional sleep. Quiet music is played, backs are rubbed and children are helped to unwind. A blanket and any "cuddles" need to be provided by parents/guardians.

Infants, who are always on their own napping schedules, may be rocked to sleep, patted on the back and helped to fall asleep. Let us know what works best to calm your child. *At no time will a child be allowed to have a bottle in their crib or on their nap mat.* If your child uses a bottle to go to sleep, we will hold your child until he/she falls asleep, at which time he/she will be placed in the crib/cot.

No child shall be allowed to sleep in a car seat, stroller, or swing. Children who may require alternate sleeping arrangements will have on file a letter from the child's health care provider justifying the alternate sleeping arrangements.

Teachers will be capable of hearing and easily seeing all sleeping children. Teachers must visually check sleeping children every 30 minutes. Young infants must be placed on their backs to sleep until they are old enough to turn over onto their stomachs on their own. Any alternate sleeping position must be supported in writing by a child's health care provider.

Naps -continued

No pillows, thick quilts or large stuffed animals will be placed in a crib with a child. Care will be taken that crib sides are raised high enough so that a child cannot be in danger of falling from a crib when standing. No plastic mattress coverings will be used.

Diaper Changing

Diapers are changed on an as-needed basis and diaper routines are in conjunction with state licensing requirements. Generally, changing times are every two hours for infants and toddlers. The parents/guardians are responsible to provide their child with diapers, and once a month we ask that parents/guardians bring 2 packages of wipes and to be used with all children. If your child requires special wipes, please let us know and they will have their own wipe container.

Toilet training is a natural part of development and is done with the cooperation of the parents/guardians.

Nutrition

Nutritional needs of the children are provided for with breakfast, lunch and afternoon snack, in accordance with the Colorado Food Program. Menus will be posted and copies available for parents/guardians. The USDA standards are met for all food services.

Breakfast is available between 8:30-9:30 A.M., lunch is served at 11:30 A.M., and afternoon snack at 2:30 P.M. Children who are in attendance during these times will be included in the meal service. Mothers who are breast-feeding are welcome at any time. Parents/guardians are also encouraged to join their child for meals at any time.

Emergency Plan

If ever an emergency occurs, due to weather, fire, etc., we will be evacuating to the Family Center, down below Discount Liquors, next door to **Children's World**. We will then notify all parents/guardians for pick-up.

Complaint Policy

If you have a complaint concerning suspected licensing violations, you may contact:

Edythe Eberhart, Licensing Specialist
Colorado Dept of Human Services
Office of Child, Youth and Family Services
Division of Child Care
1575 Sherman St
Denver, Colorado 80203
(970) 564-4275
Edythe.Eberhart@state.co.us
www.cdhs.state.co.us/childcare

Welcome and God bless!