



Parent Handbook

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495 Florida Rd
Durango, CO 81301
Office: (970) 247-4397
Fax: (970) 247-2666

cwdirectorctkdurango.org

<https://www.ctkdurango.org/childrens-world/>

Welcome to Children's World Early Learning Center!

Since March 1, 1970, **Children's World** has been a ministry of Christ the King Lutheran Church, ELCA. We are a non-profit 501(c)3 licensed by the State of Colorado. Please note that the policies in this handbook will change when church and/or state policies change.

Children's World Early Learning Center provides loving, Christ-centered care for children from six weeks through preschool. The mission of the center is to provide the highest quality child care in a safe, secure, yet stimulating environment where each child may experience success. Children are provided with nutritious meals, snacks, and opportunities to learn through age-appropriate activities. Our role is to extend, reinforce and complement a child's home and family.

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 God's love for all of God's children. Our program is based on the **Children's World** principle that children are a gift from God and that they are allowed to experience the world with that in mind.

Enrollment

Children's World accepts children age 6 weeks to 5 years and does not discriminate on the basis of race, color, religious or national origin in any program or activity.

At the time of enrollment, an orientation meeting will be scheduled to turn in registration forms, discuss special needs, etc., and to determine if Children's World is able to meet the needs of your child(ren). A tour of the **Children's World** Center will be given and parents will meet the staff. The Child Enrollment Form, a Registration Fee of \$50 and an Enrollment Fee of \$200 (Enrollment Fee is fully refundable, less any balance due, with 30 day written notice of withdrawal or if withdrawal occurs before care begins) are due immediately to guarantee enrollment. All other registration forms, health and immunization records (see page 8), and signed parent handbook acknowledgement must be completed and returned to the director at least one day prior to the child's first day of care.

Initial enrollment is contingent upon receipt of the completed Child Enrollment Form, including the signed fee agreement, signed Parent Handbook acknowledgement, and Registration and Enrollment fees.

Enrollment - *continued*

Immunization records (see page 8) and Health Assessment must be received prior to initial start date. The Child Enrollment Form and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Hours of Operation

Children's World is open from 7:30am - 5:30pm, Monday through Friday. We also follow the Durango 9-R School District for inclement weather closures, including cancelled after-school activities. You can listen to any radio or television station to get this information, or go to <http://durangoschools.org/>. Tuition cannot be refunded for snow days or emergency closures.

Holidays

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

- Presidents' Day – third Monday in February
- Memorial Day – last Monday in May
- Independence Day – July 4th (alternate date if falls on a weekend)
- Labor Day – first Monday in September
- Thanksgiving Holiday – Thursday & Friday
- Christmas Eve, Christmas Day (alternate dates if falls on a weekend)
- New Year's Eve, New Year's Day (alternate dates if falls on a weekend)

Children's World may be closed additional days during the calendar year for staff in-service training, building cleaning and maintenance, or other circumstances. You will be notified in advance of additional closures, unless an emergency occurs. Tuition cannot be refunded for these closures.

Scheduled In-Service days

There will be four In-Service days each year which can be found on a full, printable annual calendar at: <https://www.ctkdurango.org/childrens-world/#cwcalendar>

Tuition Policy

All childcare schedules at **Children's World** are full time, Monday through Friday. In order to guarantee enrollment, the following are required prior to the child starting:

1. Completed Family Enrollment forms.
2. A \$50 Registration Fee.
3. A \$200 Enrollment Deposit.

The Enrollment Deposit is fully refundable, less any balance due, if 30 days written notice of withdrawal has been given or if withdrawal occurs before care begins.

Tuition rates are:

- 6 wks - 18 months: \$875/month
- 18 - 36 months: \$832/month
- 3 - 5 years: \$810/month

Tuition Policy- *continued*

A \$50 annual Activity Fee will be billed every September 1st while the child is enrolled in **Children's World**.

Charges for tuition are due on the first day of each month. That includes private pay tuition for that month and Colorado Childcare Assistance Program (CCAP) Parent Fees and billings for missed days from the previous month (see CCAP section below) and any other billings. Tuition statements will be provided to parents/guardians by the 25th of the prior month. If the charges are not paid by the 21st of the month to which the tuition applies, a \$25 late fee will be added to the bill. If there is an outstanding balance on the 1st of the following month the child will not be allowed to return 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. There will also be a \$25 charge for any returned check.

Withdrawal from Children's World: 30 days' written notice is required for withdrawal of any child. If 30 days' written notice has been given, the Enrollment Deposit will be refunded, less any balance due. If 30 days' written notice is not given, the family will be charged for those 30 days, and the Enrollment Deposit will be applied to the balance due.

CCAP

Children's World provides full time childcare (5 days per week) only. CCAP families are not required to pay the \$50 Registration Fee or the \$200 Enrollment Deposit, but are responsible for the yearly \$50 Activity Fee, due every September 1st. If **Children's World** does not receive full reimbursement from the CCAP program for two consecutive weeks, then your child will be required to leave the program. When a family is no longer receiving tuition assistance, the tuition policy (see details above) then applies to the account: the \$200 Enrollment Deposit is due immediately. The \$50 Registration Fee is waived.

Parent/guardian must clock their child(ren) in and out daily on the computer next to the front door and director's office. Failure to do so will result in the day's care charged to the parent/guardian's account at the full tuition rate. If the child is absent more than 3 days in a month, the family will be billed in the following month for those missed days at these rates:

Infant Room - \$ 40/day
Wobbler & Toddler Rooms - \$ 38/day
Preschool Room - \$ 37/day

Per CCAP regulations, if the child attends the Center for less than 5 hours a day, the family is required to pay the difference between the amount paid by CCAP and the daily rate (see above).

For more information on CCAP, go to <http://www.coloradoofficeofearlychildhood.com/ccap-parents> or talk to the **Children's World** Director.

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. Staff are never permitted to pick up or drop off children. We encourage children to be dropped off before 9am each morning, as this will give them the best start to their day at the Center. The Center doors will be locked at 9am; please ring the doorbell for entry.

If you know your child will be absent or late (doctor appointment, etc.), please call the Center and leave a message for the Director: 970-247-5310.

Parents are 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 (8:30am) or lunch (11:30am) 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(ren) in and out every day.

If a child is not picked up by 5:31pm, you will be charged \$1.00 per minute until the child is picked up by a parent or authorized person. After 5:45pm an additional fee of \$25.00 will apply (maximum charge \$39.00). This charge will appear on your next invoice. Beginning at 5:31pm, 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 6pm 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).

Car Seat Laws

All those picking up children must have a size-appropriate car seat installed in the back seat of their vehicle and must properly secure the child(ren) in the car seat before the vehicle is in motion. All child passenger safety violations are primary enforcement in Colorado and the minimum fine is \$82 per violation. This means that the driver can be stopped and ticketed if an officer sees an unrestrained or improperly restrained child in the vehicle. For more information, visit www.carseatscolorado.com.

Special Circumstances

If a staff member suspects that the person picking up the child(ren) is under the influence of alcohol or drugs, staff will call another person authorized to pick up the child or offer to call a cab (parent is responsible for charges). The safety and well-being of the children in our care is of primary importance. Determining whether or not to release a child in this situation is difficult for the parent, the child(ren), and the staff member. If the suspected intoxicated parent insists on taking the child(ren), staff is authorized to notify authorities and report the driver's name and vehicle description.

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.

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 are available to parents/guardians. The general daily schedules for each room can be found at <https://www.ctkdurango.org/childrens-world/>. 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 development of the whole child: intellectually, emotionally, socially and spiritually. We emphasize that learning is FUN! Opportunities for exploration and discovery are provided to help your child develop his/her skills. Throughout the day, trained staff interacts with children in supportive and positive ways, demonstrating and teaching children how to respect others socially and emotionally. Developmentally appropriate materials and activities are planned to assist the child as he/she progresses through the various stages of development. **Children's World** encourages family involvement to ensure that their child(ren) are being guided in a positive direction.

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.

Parent/Teacher conferences will be held yearly to inform the parents/guardians of the child's development and social/physical needs. There is also a Teacher Meet & Greet each September.

Visitors to Children's World

Any visitor to **Children's World Early Learning Center** must: 1) Sign in and provide identification to the director, 2) Have an approved purpose for a limited visit, 3) Be courteous of the classroom schedule and activities, and 4) Be accompanied by a staff member at all times.

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. Closed-toed shoes are strongly suggested.

Children's World will immediately notify parents or legal guardians when their child becomes ill, is involved in an accident, or is injured and requires emergency medical care while at school. All non-emergency or minor accidents and injuries will be treated with first aid and TLC by a trained staff member. The accident or injury is documented and parents are notified upon picking up their child at the end of the day. When we feel a child is too ill to attend school in order to maintain the good health of our children within our school, we will not accept children if they:

- Just began taking an antibiotic for a contagious illness within 24 hours
- Have an elevated temperature over 100.5 within the last 24 hours
- Have had more than one episode of vomiting within the last 24 hours
- Have acute diarrhea

Please call the Center by 9:30am if your child is too sick to attend for that day.

Children's World reserves the right to determine if your child is too sick to attend. If a child becomes ill at the Center, the parent/guardian will be called and the child must be picked up within one hour.

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 an annually signed statement from the parent/guardian and physician (for children under 2 years old the doctor's orders will need to be renewed according to the AAP well-child exam schedule). Prescription and non-prescription medication must be in the original container with the doctor's or manufacturer's instructions on it and will be administered by trained staff and documented in the medication log book. All medication will be stored in areas inaccessible to children but easily accessed by trained staff. Parents/guardians are responsible for signing in the medication on the 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.

Health - *continued*

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.

Immunization Policy

In accordance with the State of Colorado's Immunization policies and laws, *all* students must be vaccinated to prevent vaccine-preventable disease. Your pediatrician can inform you which vaccines are required for school attendance, or you can view the immunization schedule here: www.ImmunizeForGood.com. Please provide **Children's World** with your child's immunization records by the first day of attendance. Please also provide updated information when your child receives additional vaccines as well as at the beginning of each school year (no later than September 1st). If records are not provided, the child(ren) will not be permitted to attend **Children's World**.

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. When a child in care has received emergency medical attention or has been hospitalized, **Children's World** is required to complete the Division of Early Care and Learning's Online Injury Report within 24 hours of an incident. The Division will review the data received through the Online Injury Reporting System to provide resources to programs and to inform our policies, procedures and rule making practices in the future. Parents/guardians must complete the Emergency Information and Authorization for Treatment and Transportation form, listing local contact names and phone numbers.

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. Call 1-844-CO-4-KIDS (844-264-5437).*

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. Each teacher takes a head count at every transition to ensure that all children are accounted for at all times.

Developmental and Behavioral Issues

At **Children's World**, children learn how to treat others in positive ways and to be socially and emotionally aware of the feelings of their peers. When discipline is necessary, teachers will use a kind, firm voice to redirect or restate the rule. No physical or harsh verbal discipline of children is allowed. The tone of our school environment is respect. Teachers model and encourage respect for each other, the children, and the environment. We do not allow children to hurt others, themselves, or to damage the classroom materials. Children whose behavior endangers others are supervised away from the situation until they are ready to rejoin the group in a more socially acceptable manner. Teachers facilitate the development of responsibility, self-regulation, and self-control in children.

Children's World teachers work hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff is not able to provide. **Children's World** is committed to working with families to address the needs of each child. Should a child need extra support, the director will contact the family to discuss options.

Field Trips

Parents/Guardians must sign a permission form for all field trips and special activities (see enrollment packet). If a child arrives to the Center late (after 9:30am) and the child's class has already left for a planned excursion away from **Children's World**, the parent must stay with the child until the class returns or bring the child to the assigned teacher.

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 2:30pm. 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/mat.

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 & Toilet Learning

Diapers are changed on an as-needed basis and diaper routines are in conjunction with State licensing requirements. Parents/guardians are responsible for providing their child with diapers, extra clothing (in case of accidents), and extra underpants. Pullups are not used at **Children's World**. Generally, changing times are every two hours for infants and wobblers/toddlers, which is approximately 30 diapers a week. Upon enrollment and subsequently weekly, parents/guardians will bring at least 30 diapers for each child enrolled in either the infant, toddler or wobbler rooms. Upon enrollment and subsequently by the first of each month, parents/guardians will bring two (2) packages of wipes for each child they have enrolled in either the infant, toddler or wobbler rooms. If a child is enrolled in the preschool room or is in the process of toilet learning, parents/guardians will bring, upon enrollment and subsequently by the first of every month, one (1) package of wipes. Please write the child's name on each package. Each child's teacher will communicate directly with parents/guardians regarding these supplies. If supplies are not replenished for the child, **Children's World** will use the Center designated stock of wipes & diapers at the cost of \$1.00 per diaper and \$2.00 per package of wipes. This charge will appear on the parent/guardian monthly statement.

Toilet learning is a natural part of development and is done in tandem with parents/guardians. Children must be using the toilet before entering the preschool room. At least three months prior to entering the preschool room, a consultation will be scheduled with the director and/or toddler teacher to develop a toilet training plan that can be implemented at home and supported at the Center.

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. Parents/guardians must list any food allergies/intolerances on the Child Enrollment Form and the director notified in writing if and when food allergies/intolerances are identified; based on foods listed there may be some that are restricted from being served or brought into **Children's World** (i.e. peanuts, gluten).

Breakfast is served at 8:30am and ends promptly at 9:30am. Children arriving at 9:31am or later will not receive breakfast per Food Program rules. It is very important for children to be at the Center as close to 8:30am as possible so they have time to eat breakfast before the day's activities begin.

Lunch is served at 11:30am and afternoon snack is served at 2:30pm. 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 Procedures

Fire drills and lockdown procedures will be conducted on a regular basis per Colorado state regulations. In the case of a lockdown, no one will be allowed in or out of the school until the situation is declared safe by the police, Director, or administration. All staff members are trained in all emergency drill procedures. Maps are posted with evacuation routes. If the building is unsafe, children will be evacuated to Chapman Hill, across Florida Rd from **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:

Amy Davlin, Licensing Specialist
Colorado Department of Human Services
Division of Early Care and Learning
Attention: Complaint Intake
1575 Sherman Street, 1st Floor
Denver, CO 80203
303-866-5958
Amy.Davlin@state.co.us
<http://www.coloradoofficeofearlychildhood.com/complaints>

