



Lil' Tikes Academy

An Early Learning Center

PO Box 155

Del Norte, CO. 81132 (719)-849-

8343

Newly revised 2017 Child Care Policies/Procedures

Operating Hours:

Monday-Friday

7:30 a.m.-6:30 p.m.

What Lil' Tikes Academy is all about!

Lil' Tikes Academy is an Early Learning Center for children ages 6 wks.-4 a 501 c 3 nonprofit. Children of this age group are sponges. So we want to teach them as much as we can at this age in order to better prepare them when they reach head start. We not only work on their gross and fine motor skills and social emotional skills but we teach them colors, shapes, numbers, abc's, cognitive skills and how to recognize their names but some will actually learn how to write their names all before reaching head start. Studies have found that by starting children early in learning leads to greater success. So this is our goal, to see the children of our community succeed like never before.

The donations that we get goes a long way to help us afford the furniture, toys, the building, the utilities, outdoor equipment, the meals and other items to better help us teach and care for the children of our community.

Statement of Admissions: This Early Learning Center is licensed for infants 6 weeks to 5 years old from 7:30 a.m. to 6:30 p.m. Every child will be required to have an entrance application, shot records, and a medical release form on file with the center before child will be allowed to attend.

Release of Child Policy:

Children will be released only to persons listed on their enrollment form. Anyone not known to the Lil' Tikes Academy Center Staff will be asked to provide a Driver's License Photo ID. If you need to make an addition to your authorized list, **IT ABSOLUTELY MUST BE IN WRITING!** In case of an emergency and you need someone not listed on the enrollment form to pick up your child you will need to call and give verbal authorization. That person will need to show a Driver's license or Photo ID. If someone attempts to pick up your child and they are not authorized nor have we been notified, **911 will be called.**

A parent has the right to pick up their child whether they are listed on the enrollment form or not unless court orders do not allow for this. Lil' Tikes Academy will need to have a copy of any court orders.

If you or any other person arrives to pick up a child and appear to be under the influence of drugs or alcohol I will encourage you to let us call someone to come get you. If you leave with your child, for the safety of your child/children, we will call 911 and report you.

Sign in/Sign out Policy and procedures: Each parent or authorized adult is required by state licensing to physically bring their child into this facility and sign in the child's name, your name, date, and time. The parent, or authorized adult, picking up the child is required to sign out noting the time at the end of the scheduled day. This policy is for the safety of your child.

Fee Schedule: Lil Tikes Academy Fee Schedule is \$4 per hour or \$200 per week full time. Payment is due weekly on the first day of attendance each week, unless otherwise arranged. Non-enrollment Drop in rate is \$75.00 a day. CCAP and Early Head Start Accepted. Please, Check for availability. CCAP Parent portion payment is due at the first of every month. We take credit or debit cards, bank checks are accepted, no personal checks accepted. If you use all of your absences allotted for CCAP and continue to be absent, you will be responsible for paying for those absences. It is mandatory that IF you are going to be absent for any reason, call

the facility. We depend on knowing our numbers in order to prepare the proper amount of food and to know what we need for activities and staffing.

Vacation must be arranged in advance. Families on CCAP, a form must be submitted to hold the child's enrollment. **EVERYONE** is required to pay for the number of hours or days enrolled per week regardless of attendance unless otherwise arranged. 3 days in a row without calling in about absence is viewed as a dropped enrollment. No refunds on fees or deposits. **A letter of written termination must be submitted two weeks in advance.** Late Pickup Fee: \$15 per 5 minute past 6:30 pm and is due in cash at pickup, **no exceptions!**

Field Trips: Field Trips will only be supervised walking trips to close by locations. Please submit a field trip permission form with your application. Lil Tikes Academy will communicate in advance when a trip is planned and send home a permission form for that event, cost if applicable and proper clothing required.

Hours of Operation: Hours of operation is Monday-Friday 7:30 am – 6:30 pm. If you have a special need please talk to us, we can be flexible. **We can be here for weekends if notified a minimum of 3 days in advance.** A rate of \$5.00 an hour applies.

Closing Time Policy: For the consideration of the providers please pick up your child by the scheduled closing time each day. There will be a charge of \$5.00 for each additional 5 minutes you are late. If an emergency should arise necessitating a late pick up, please call the director immediately. Our Procedure when a situation arises that a child is left after closing time. After 15 minutes late pickup has passed. Emergency contacts will be called. If no emergency contacts are available and still the parent or emergency contacts has not called or arrived. At 7 pm we will then call local Rio Grande County Department of Social Services and local law enforcement. We are **not** approved for overnight care. If the child is not picked up by 7:15 pm. The child will be placed in temporary custody of Social Services.

Holiday Closures Policy: The childcare will be closed for the following holidays; New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving (Thursday, Friday) and Christmas Eve and Christmas Day. It is parent responsibility to provide backup care for these days. During the holiday weeks, **PLEASE** reserve days you

will be needing care for your child. Providers have families too and should not have to wait to see whether or not children are going to show when they could be with their own families.

Closing of the facility due to inclement weather Policy: In the case of a “weather emergency” that might result in closing the facility, we will make every effort to notify parents to pick up their child(ren). If we are unable to reach you, we will contact the designated person(s) on your emergency contact list. If the situation calls for the removal of the children to a different location all efforts will be made to inform you immediately. When inclement weather requires local Del Norte K12 school district to be closed. Lil Tikes Academy will also be closed.

Services offered for special needs children: As mandated by the ADA (Americans Disabilities Act), this childcare facility will provide equal access to children with disabilities by allowing children to be fully integrated into the regular activities.

Medical Requirements: Within 30 days from the date of enrollment, each child must have a completed “General Health Appraisal for Enrollment in Child Care”, completed by the Health Care Professional of the parents’ choice. Please refer to the attached information about when a caregiver would request that you pick your child up to seek medical help. **A child cannot be admitted into our facility if they have had any of the following symptoms within the past 24 hours: vomiting, fever (100.4 or higher), diarrhea, open sores on skin, obvious signs of communicable diseases.** If your child develops a communicable illness (examples included but are not limited to: strep throat, chicken pox, pink eye, etc.), **please** let us know so that we can contact other parents whose children may have come in contact with your child.

Illness and Prevention of Illness Policy: If your child becomes ill while in child care, he/she will be isolated from the other children as much as possible until the parent can be contacted and can pick up the child. To help prevent the spread of illness, we promote and practice proper hand washing by children and staff. Hand washing is performed before and after meals, including snacks, after toileting and diapering, before and after sand and water play, and any other times as needed.

Medication Administration Policy: If medications are required to be given to your child during the hours the child is at the home, the information about the medication must be entered on the medications log to include:

- Name of child
- Name of medication
- Amount to be administered
- Time to be given

Medication must have the written approval from the child's doctor and must be provided in the original container with the label stating child's name, date, and dosage instructions. If a form is not given to you by the director before going to the doctor, please get a written notice from the doctor with directions before returning to the facility.

Loss & Theft Policy: Each child will have a cubby for personal belongings. We are not responsible for loss or theft of personal items. Please keep valuable toys and clothing at home. We know occasionally a child might leave with a center toy accidentally. If you find this when you arrive at home, please return to the center the next day. This will help the center to have enough toys for each child.

Clothing Policy: Your child should be appropriately dressed in play clothes for the season so that children can have outdoor playtime on a daily basis, except in cases of extreme hot or cold weather. Your child will need a coat, gloves or mittens, hat, and shoes. Your child will need to have an extra set of clothing at the facility at all times. Label clothing with your child's name. After child is cleaned and changed into fresh clothing, soiled clothing will be placed in a plastic bag for parents to take home. This will prevent spread of germs and bacteria. We **will not** wash your child's clothing for you.

Media Policy: On your admission application you signed permission for Lil' Tikes Academy to use photos, videos of your child(ren) in promotional use on flyers, website and advertising promoting Lil' Tikes Academy. We do use a lot of photos of your child for art projects that will be sent home at the end of every month.

For religious matters, if you do not celebrate birthdays and holidays please notify us so that none of the child's projects will reflect holidays.

Staffing Policy: The appropriate provider/child ratio promotes safety and allows for more individual attention to children. The ratios comply with the provider/child ratios required in the **Colorado Rules and Regulating Family Child Care Centers.**

Volunteer Policy: We encourage parents to volunteer at the childcare facility whenever possible 1-2 hours/month. Examples of volunteer work are:

- Providing healthy snacks
- Assisting with child supervision
- Reading to children
- Special projects (You will be notified in advance)
- Running errands for providers □ Maintaining the playgrounds
- Maintaining and cleaning toys
- Sharing special talents with children
- If there are other ideas, please let us know
- Fundraisers

Volunteer, Staff & Parent Smoking Policy: Lil' Tikes Academy is a smoke free facility. No smoking is allowed anywhere on the Lil' Tikes Academy campus. No smoking or second hand smoke will be allowed within 100 feet of the doors or outside play areas. Employees may not smoke while on duty anywhere, no exceptions.

Parental Concerns: I believe in the term "team" approach in caring for children. We also believe the parent is the child's first teacher. As a team, we hope that parents will be involved in the child's progress at our facility as we will be interested in his/her progress at home. We believe in keeping the lines of communication open and striving for the best care in your child's social, cognitive, physical, and emotional development. As a team, we can maximize these goals, so that the ultimate "winner" is your child!

Withdrawal from childcare Policy: A two-week notice is required to withdraw your child from Lil' Tikes Academy Early Learning Center in writing. Past due accounts are due upon notice of withdrawal from the facility. Further services will be refused should payment not accompany notice of withdrawal and legal action will take place.

Dismissal/Expulsion from Childcare Policy: In the event we should ever find it necessary to end our business agreement, we will give the parent a two-week notice. Except for the reasons such as (but not limited too):

- Destructive, uncontrollable, or violent behaviors
- Habitual tardiness in dropping off or picking up your child
- Lateness of payment or non-payment
- Lack of parental cooperation
- Failure to maintain required supplies for child(ren)
- Failure to comply with required enrollment and health forms

These situations will be grounds for immediate dismissal. If it becomes necessary for us to resort to legal action to collect fees, the parent(s) will be responsible for all legal fees incurred by Lil' Tikes Academy Early Learning Center. All personal items must be removed from the facility upon termination of services. Any personal belongings not picked up after 30 days will then become the property of the facility.

Denial of Service Policy: If the behavior of a child endangers the health or safety of the child, provider, or other children, the provider has the authority to handle the situation as is deemed most appropriate.

Toy Monitoring Policy:

Lil' Tikes Academy will monthly check for sources posting toy/equipment safety bulletins and recalls. As soon as we know of a toy, furnishing or equipment recall the item will be removed from use at the center. We are not responsible for accidents or injuries incurred before recall has been found. Parents are encouraged to let us know if they hear of any recalled bulletin. We will make every effort to provide the safest environment possible. We will also remove all broken toys from the classroom, immediately.

Toys from Home Policy: Please keep your child's toys at home. We do encourage them bringing "comfort items" such as a special blanket. We will not be responsible for lost or broken items belonging to your child. Toy guns, knives, swords or other weapons will not be allowed for the sake of safety and injury prevention.

Outside Play Policy: Children will be allowed 30-45 minutes twice per day of supervised outdoor play time, weather permitting. There will be times when the weather extremes will keep us inside. Shaded & Sun areas are provided for play. Due to allergies we will not provide or administer sunscreen on your child unless requested in writing and sunscreen is provided for your child.

Nap/Rest time Policy: Nap/Rest time will be observed by **ALL** children in the facility whether they fall asleep or not. This is **REQUIRED** by state licensing regulations. If a child cannot sleep, he/she will be given something quiet to do on his/her cot, such as reading a book. Infants will sleep on their own schedule and will not be forced to awake.

Meals and Snack Policy: Lil' Tikes Academy will provide healthy meals and snacks. Breakfast will be served at 8:00 a.m., lunch at 12:00 p.m. and afternoon snack at 3:00 p.m. all meals served in accordance with USDA standards. Menus will be posted and available for parents to pick up. Any food allergies will need to be notated on the "General Health Appraisal for Enrollment in Child Care" and we will need to be notified by the beginning of the first day of care. This is for your child's safety.

Emergency Policy: Should an emergency arise beyond my control (examples might be fire, earthquake, a lost child) every effort will be made to notify the parents after the proper authorities have been notified. See emergency policy manual.

Lock Down Policy: If a situation arises that the center needs to go on lock down because of a threat. You will be notified via text, if available or phone. You will

not be able to pick up your child until law enforcement gives a clear signal or is present to escort you to pick up your child.

Toilet Training/Learning Policy: Providers will encourage children who are in the process of potty training to continue their training. Only positive reinforcement will be used to assist them in developing these skills. Providers alone will **NOT** potty train your child, it is a team effort.

Bottle to Sip Cup Transition: The state dental health recommendation for transitioning is by 18 months old. We want to assist you with an individualized plan for your child to have healthy teeth and positively work towards the goal of moving to your child to sip cup. Your child will need to be fully transitioned to sip cup during center time to be promoted to the toddler area.

Parent Conference Policy: Conferences between parents and teachers regarding their children may be scheduled either at the request of the parents or teacher. Please contact teacher to schedule conferences.

Discipline/Guidance Technique Policy: Discipline techniques (or as we like to refer to “guidance techniques”) that will be used by provider depend on the age of the child. For infants and toddlers, redirection is usually most effective. Positive reinforcement and offering appropriate choices help prevent most inappropriate behavior. If the problem persists we may have to separate the child from the group for the time it takes to calm down or to make sure everyone is playing safe. If a child is unsafely out of control, such as trying to hurt him/herself or others, the staff may need to firmly and gently restrain the child with their arms until the child has calmed down or until the parent is present. Provider will make every effort to talk to the child about the behavior to remind them of positive choices.

Discipline will **NOT** include:

- Corporal punishment of any kind (for example spanking)
- Humiliation
- “Time Out”

- Yelling at the child

We seek to handle situations in such a way that will give the child a feeling of self-worth and self-control. Our facility's philosophy for provider and children is:

- We keep ourselves safe
- We keep each other safe
- We keep our things safe

By using these phrases at home, you will help reinforce what the children learn at our facility and vice versa.

Records Privacy Policy: Lil' Tikes Academy will keep all records, medical records and information about your child in a locked cabinet. Employee policy restricts talking about children outside of the center. All information is confidential.

Child Abuse Statement Policy: Lil' Tikes Academy Early Learning Center will make every effort to provide a safe environment for your child. We will conduct all applicant interviews with the help of the board; do criminal background checks and fingerprinting in hiring process when additional staff is needed. The provider is required by law to report any suspicion of child abuse. If your child has encountered a bump, bruise, or any other injury due to an accident outside of the childcare facility, please bring it to the attention of the provider to avoid confusion.

If parents have concerns regarding child abuse, the **Rio Grande County Department of Social Services** can be reached by calling (719)657-3381. Or **Report any concerns/complaints to:**

Colorado Dept. Human Services
1575 Sherman St., 1st Floor
Denver, CO. 80203
1-800-799-5876

State Reporting Agency for Complaints:

Complaints about a child care center can be made to The Division of Child Care at 303-866-3755 or 1-800-799-5876. 1575 Sherman St. Denver Colorado., 1st Floor 80203. <http://www.coloradoofficeofearlychildhood.com/complaints>

Official Rules Regulating Child Care Centers: The official Rules Regulating Child Care can be obtained at the Division of Child Care 1575 Sherman St. Denver Colorado 80203, or online at:
<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=6604&fileName=12%20CCR%202509-8>

By signing below, I acknowledge that I have read and agree to the policies of Lil' Tikes Academy. I agree to discuss these policies with the provider if there are any questions or concerns.

Parent/Guardian

Date

Director, Lil' Tikes Academy

Date

