



**The Child
Enrichment Center**
Working hand in hand with God's children and their families

PARENT HANDBOOK

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www.cec-denver.com

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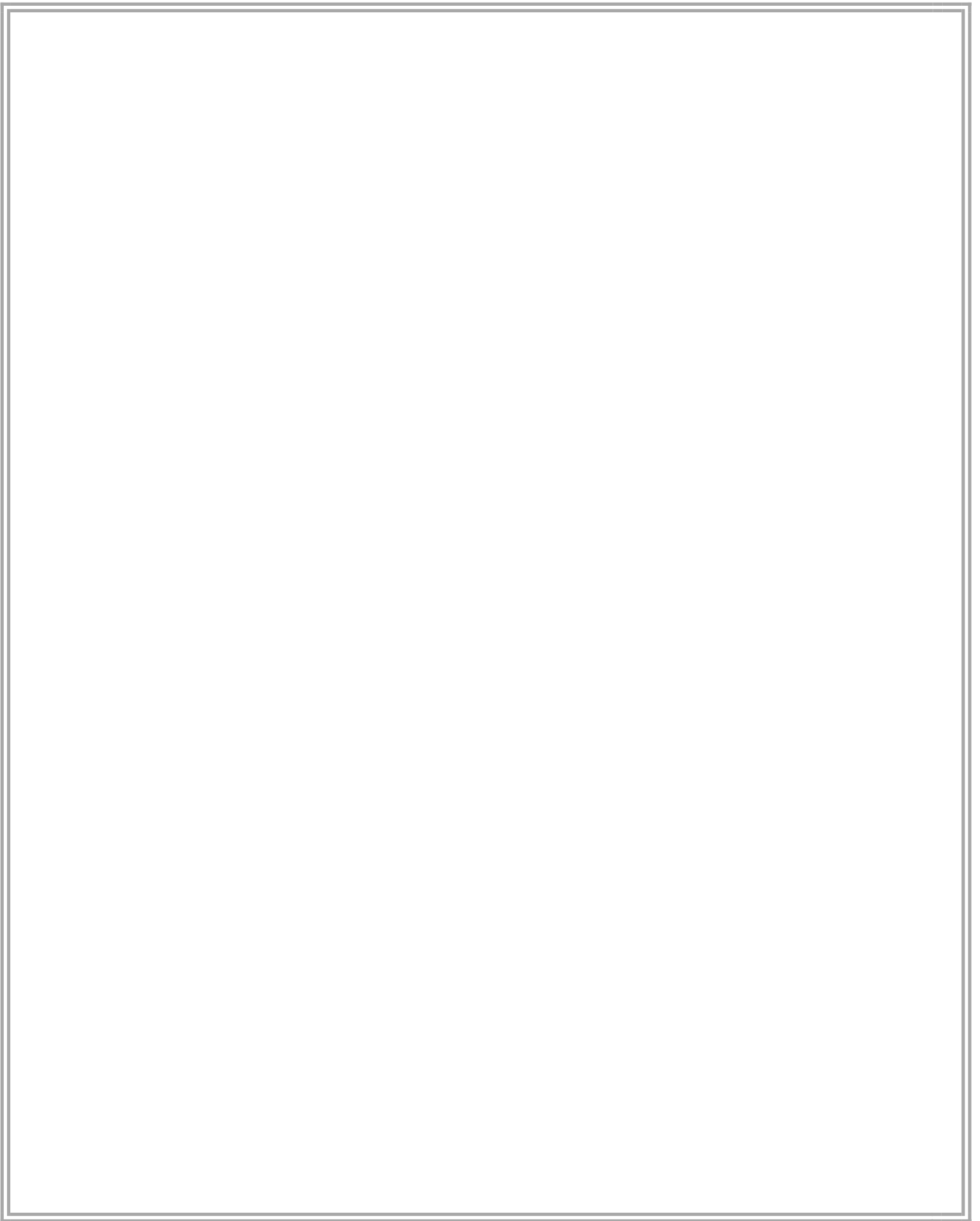
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Letter from the Director

Hello and Welcome,

Dear families and friends, I would like to welcome you on behalf of myself and the staff here at the Child Enrichment Center.

The Child Enrichment Center is a faith based program and a ministry of City Point Church. Our main objectives here at CEC is to nurture children in the love and knowledge of the Lord Jesus Christ and help them grow to reach their fullest potential.

Within each classroom we provide a well rounded program, using the Creative Curriculum method for our lesson plans and classroom environments. All the staff work together with families to meet each child's individual needs. In each classroom we offer learning experiences in Bible stories & scriptures, art, music, math, science, literacy, movement and social play. Our teachers pride themselves in planning and creating fun and exciting activities to give your children the best of experiences. The learning experiences we provide begins first with love: our teachers are known for their nurturing and loving personalities. The Creative Curriculum not only encourages teachers to develop loving relationships with the children; it also supports our belief that teachers and families must work together for the child to have the best early education experience! To do this we work hard in creating partnerships with the families of children we care for, we extend the early learning experience from classroom to home, we welcome parent ideas, input and help. Our staff here at CEC are trained professionals in early care and education and love what they do! Together we will provide the best early childhood experience for our children.

Thank you

Patricia Inman Director

Center Overview

Overview: The Child Enrichment Center is open Monday thru Friday all year round. We accept children from 6 weeks to 12 years. We have been serving the Denver Community for over 40 years and love what we do!

Mission Statement

Our mission is to nurture children in the love and knowledge of the Lord Jesus Christ; to enable children to reach their maximum potential; to assist families with their parenting roles; and minister to the spiritual needs of the whole family.

Philosophy & Objectives

We have the pleasure to serve the Lord in teaching and caring for the youngest members of our community. Partnering together with families in helping their children grow and develop to their highest potential. As a Christian early care and education facility, our first objective is to honor the Lord in everything –giving our best in all we say, think and do. The scripture of 1 Corinthians 13:4-8 is the heart of our program’s philosophy:

“Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.” ~ 1 Corinthians 13:4-8a

The learning experience we provide begins first with love: our teachers are known for their nurturing and loving personalities. The Creative Curriculum not only encourages teachers to develop loving relationships with the children; it also supports our belief that teachers and families must work together for the child to have the best early education experience! By creating partnerships with the families of children, we extend the early learning experience from classroom to home. Our teachers are experts in early care and education. Parents are the experts in knowing their individual child. Together we provide the best early childhood experience for our children.

Statement of Faith

CEC is a ministry of City Point Church. As a Christian program we expect our teachers to embody this statement of faith in their employment, communication with families, and in especially in their teachings with children. The CEC Statement of Faith is as follows:

- We believe the Bible to be the only inspired, infallible and authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ; in His virgin birth and His sinless life; in His vicarious and atoning death through the shedding of His blood; in His bodily resurrection on the third day and His ascension to the right hand of the Father; and His glorious appearing to set up His kingdom.
- We believe that salvation is by grace alone through faith, apart from works, by the merit of the shedding of Christ’s blood.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- We believe in the resurrection of both the saved and the lost; they are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe in the individual priesthood of the believer.

Important CEC Phone Numbers & Extensions:

Child Enrichment Center Main Line:	303-777-7723	
Director	1211	N9 1021
Assistant Director	0	N10 1022
Administrative Assistant	1015	
Nursery 2	1213	
Nursery 8	1019	
Front Desk	0	

Emergency phone numbers

In case of an emergency dial	9-1-1
Police department, District 3	720-913-1300
Fire department, District 3	720- 913-3473
Denver Health Medical Center	303-436-6000
Denver Public Health Department	720-865-5401
Poison Control	1-800-222-1222

Hours of Operation

CEC is open Monday through Friday from 7am to 6pm. We are a year round center with closures on:

New Year's Eve & New Year's Day	Independence Day (July 4th)
Martin Luther King Jr. Day	Labor Day
President's Day	Thanksgiving and the day after
Good Friday	Christmas Eve & Christmas Day
Memorial Day	Other closures are on the CEC calendar

The day before Thanksgiving we close at 12:00pm (noon) in addition and we are closed for 4 teacher in-service days that are mandatory for all staff to attend. Parent Teacher Conferences are also scheduled in the Spring and in the Fall, CEC closes at noon on the 2 occasions.

Closures: Upon enrollment CEC families will receive a list of closures for the year. Closures will be updated annually. Should bad weather or an emergency situation occur, that would force us to close the center, we will use the following procedure. In case of inclement weather, we close if DPS closes. Parents can view channel 9 internet/news for CEC closing status. Administration staff will post the closure on the office phones as well.

Anti-Discrimination Policy

The Child Enrichment Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the Center. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admission policies, or any other Center administered programs.

Children with Special Needs

The Child Enrichment Center does not discriminate against children with special needs and will make every effort to accommodate. Children with special needs will be admitted on a one-month trial basis after which a conference with teachers and parents will be necessary. At this time we will assess whether or not we are able to meet the child's needs adequately within our current staffing patterns. If we are not able to do so we will give the parents the time and assistance needed to find more appropriate care.

Language and Communication Assistance In helping communicate with families who speak another language we offer interpretation through staff members who speak two or more languages. Some of our staff can provide interpretation in Spanish, Arabic/Ethiopian. Another option for an interpreter is through a program called Bridge Languages Translations and Interpretations; They offer interpretation on-site or by phone (contact information for Bridge Languages is 303) 785-8869 or online at bridgelanguages.com.

Attendance

Absences and Tardiness

When letting the CEC staff know that your child will be absent or late, it is our policy that parents call before 10:00 a.m. This policy helps us to plan for the day accordingly, helping us with child attendance which insures that staff to child ratios are maintained. Within each classroom you will find a parent log to put notes in to inform staff of these types of situations, so we can plan for absences and late arrivals. It is our policy to reserve the right to refuse care on days that parents do not give notice of late arrival ahead of time.

Change of Day Request

Downstairs in the CEC office or in each room there is a change of day request form to fill out when a parent wants to add a day, change a day, or go from full time care, to part time care. Note: There is a fee to change days in the amount of \$10.00 per change. Adding a day fee is 50.00 a day and going from part-time to fulltime is an additional cost.

Drop Off & Pick-Up /Authorized Child Release Policy

Colorado Department of Licensing requires that all children be escorted to class by an adult and signed in on the Sign In & Out sheet. If you arrive late and your child's class is not in the classroom, please check the schedule or the cover of the sign-in sheet to see where your child's class is. You may also check with the Director or Administrative Assistant for further directions. Children arriving past 10:00AM must have gained prior permission from the child's teacher to arrive to class late. Late arrivals disrupt the learning of other students and the child may not have been included in the lunch count. Only parent/guardians and those designated in writing by the parent/guardian will be allowed to pick up a child from the Center. If a parent/guardian needs to make a last-minute change for persons authorized to pick up, they may call the Center with the name of the person picking up the child and then add the new addition in writing upon the parent/guardian's next visit to the Center. Photo Identification is required for all unknown persons picking up a child. The child will not be released without proper identification. All children must be signed out by a parent/guardian or those designated by the parent/guardian. Children may only be released to an adult 18 years of age or older. The Center closes at 6:00PM. Parents must notify the C.E.C. if an emergency prevents them from arriving to pick up their child on time. Parents are responsible for arranging for their child to be picked up. A late fee of \$1.00 per minute per child is charged for all children picked up after 6:00PM. Payment in cash is due directly to the teacher waiting with the child(ren). Failure to make this payment will result in the refusal of care for your child until the payment is made.

In the event a child is not picked up by 6:00PM, and arrangements have not been made with the Director, a conscientious effort will be made to contact the parents and persons listed as emergency contacts. If none of the aforementioned persons can be reached by 6:30PM, the Denver Police Department will be called for intervention. A late fee will be assessed in the amount of 1.00 per minute.

Enrollment Policy

Enrollment is on a first come first serve basis with priority given to current clients. If classrooms are full, CEC will give parents the option to be added to a waitlist until space is available. Our waitlist form and enrollment packets includes information such as parents name, child's name, date of birth, desired start date, and contact information. Enrollment packets need to be filled out prior to enrollment and all important paper work collected before a child can attend.

Extra Day Request

For any parent needing an extra day added, there is a form located in each classroom or in the CEC office. Extra days are approved when there is availability in enrollment for that day. Note there is a \$50.00 dollar fee when requesting an extra day of attendance.

Ill Child Policy

Our goal is to ensure your child has the best experience possible while in group care. Children who are ill need time to recover at home because we cannot provide the same the rest and loving care in a group setting that they receive at home with you. Please do not bring your children to the center if any of the following symptoms are present. Children who develop symptoms at the center will need to be picked up within an hour after parents have been notified.

Vomiting	Diarrhea
Skin rash	Flushed face
Inflamed eyes	Drainage from eyes (other than tears)
Chills	Earache
Persistent cough	Heavy nasal discharge
Sore throat	Fever 100 degrees (F) or higher
Stomach ache	Unable to participate in typical daily activities

If a child is sent home exhibiting any of the above symptoms, or if symptoms develop at home overnight, they may not return until they have been symptom-free for 24-hours (our policy is for children to be excluded from care the following day and symptom free). A note from the doctor is required, stating that the child has been seen, and is not considered contagious and is healthy enough to participate in group care. The doctor's note must be signed by your child's healthcare provider. If a child has begun a course of antibiotics, they may return to the center after 24-hours or have received 3 doses. We appreciate your cooperation and your help in keeping your child safe, healthy and happy.

Our goal is to maintain the healthiest environment possible for our children.

Ill Child Policy

In the event that a child becomes ill and exhibits any of the listed symptoms while at school, the parent will be notified and is required to pick up the child within 1 hour of notification. The CEC Office will keep in contact with the parent to see how your child is feeling. It is our policy that all ill children are home until they have been symptom free, or on antibiotics for 24 hours. Parents should notify the CEC office or child's teacher if their child has contracted any contagious illness such as, but not limited to: conjunctivitis, strep, chicken pox, hepatitis, etc. Staff must notify the office of such illnesses in order to put out a health alert to be posted on each classroom door once the parent gives such notice.

Illness, Accidents & Injuries

In cases of extreme accidents, injuries, illnesses, teachers will inform the Director the director will call the parents, then call 911 if necessary. If the Director is not available any staff member in capable and designated to call 911. A written report will be made by staff/director, and given to parents and other appropriate persons. Upon enrollment parents fill out emergency medical information regarding hospital preferred and doctors name. If any of this information changes it is a parent responsibility to notify the the office of this change.

Late Arrivals

If you arrive late and your child's class is not in the classroom, please check the schedule or the cover of the sign-in sheet to see where your child's class is. You may also check with the Director or Administrative Assistant for further directions. Children arriving past 10:00AM must have gained prior permission from the child's teacher or Director to arrive to class late. Late arrivals disrupt the learning of other students and the child may not have been included in the lunch count.

Signing in/out Policy

Colorado Department of Licensing requires that all children be escorted to class by an adult and signed in on the Sign In & Out sheet. Each classroom has a sign in & out board located near the entrance of each room. Adults need to sign their child in with a full legible and legal signature. **No person under the age of 18 can sign children in/out.**

Vacation Day Request Policy

Vacation days/week request forms are located in each classroom or in the CEC office. Our vacation request policy is only for parents who have been attending the center for a year or more. All families are granted a full week free after one year of enrollment. It is also the policy that no partial weeks can be taken or days split into two's. Vacations have to be taken in a full week request.

Withdrawal Procedures/Families

To withdrawal your child from the center a written 30 day written notice must be given to the CEC office. If a 30 day notice is not given parents may be charged a full month. Forms for withdrawal are located in the CEC office.

CEC Withdrawal of a Child

The center reserves the right to dis-enroll any family in breach of contract or that has been absent four weeks or more. The family is responsible for tuition payment and any related fees until a withdrawal or disenrollment date has been decided. In cases of expulsion or suspension see Guidance Policy section.

Classroom Procedures

Bible Time & Chapel

Not only are we teaching classic literature, we are teaching THE most important book of all! The Bible! We take every opportunity to make the Word come alive as best as we can! Bible time in the classroom is a required part of the curriculum and lesson planning. Reading stories from the bible, helping children memorize scripture verses, promoting character skills from the bible, and promoting the word of God in activities helps children make the bible a part of their daily life!

Change of Clothes

All children must have a complete change of clothes in his/her cubby, labeled with the child's name/initials. Clothes are NOT to be kept in baggies or grocery bags inside the cubby as it can become a choking hazard. Whenever children's clothes need to be changed, all soiled clothes will NOT be washed or attempted to be washed. Clothes will be removed, bagged, and given to parents for cleaning. Parents please bring enough clothes for changes, as well as bringing appropriate wear during the different seasons.

Correspondence

In partnering with families it is very important to keep a verbal line of communication open. As parents please do not hesitate to bring any ideas, concerns, or complaints to the lead teacher in your assigned room or to any office staff.

Daily Reports

All classrooms are required to fill out reports on a DAILY basis. Daily reports are a vital form of communication between teachers and parents and are used in addition to a verbal report. Daily reports do not replace verbal communication with parents for any reason. These forms help connect parents with the important things we do with your child every day.

Creative Curriculum

Within our Center we use The Creative Curriculum Method for planning lesson plans and overall classroom management. Creative Curriculum incorporates big ideas, varied and engaging activities, and a sense of continuity as a way to stimulate children's learning at an age appropriate and developmentally ready pace. We use a "learning through play" intentionality to produce inspiration and a lifelong learning. It also takes into consideration the individual needs and wants from the child in order to develop functional lesson plans.

Curriculum/Lesson Plans

CEC uses The Creative Curriculum method to plan and implement lesson plans. Lesson plans are posted on the parent board in each classroom.

Diapering & Toileting/Potty Training

Diapering, toileting, and potty training are important routines in classrooms. In classrooms that have diapering it is required that parents bring in enough diapers, wipes and change of clothes for the week. Each classroom is different and may require more diapers than a week supply, check with your child's teacher for what is required.

Potty Training: Potty training will begin when child displays an interest.

1. Children are given many opportunities to use the potty and are praised for their effort.
2. Potty training is a team effort. It needs to be communicated that it will be done at both home and school, otherwise it will not be effective
3. Parents should bring in several changes of clothes for children who are potty training as they will have accidents and NEED the extra clothes.

Discipline Policy [\(See Guidance Strategies Policy in Appendix\)](#)

Events & Holidays

Upcoming events and holidays are posted as early as possible in order to allow parents enough time to make arrangements to attend. The holiday protocols are as follows:

Halloween: In celebrating this time of year, some classrooms may have a fall festival party, celebrating the fall season and harvest time that brings us into the Thanksgiving holiday. Instead of scary costumes, we have a pajama day, super hero's, princesses or Multicultural Day where children are allowed to dress in outfits from around the world.

Thanksgiving: We focus on being thankful, learning how the Native American's helped the Pilgrims learn to farm and find food in the new world. This holiday is easily integrated into our Christian environment. **Christmas:** A wonderful Christian holiday. We focus on Jesus' birth and the Christmas story. If Santa is taught about, we teach about the real Saint Nick who helped bring gifts to the children, not a magical make-believe Santa. **New Year's:** This is a lot of fun to celebrate. The children have fun learning about and celebrating the birthday of a new year.

Martin Luther King, Jr. Day/President's Day: A great introduction to February can be to include important historical figures including those for Black History Month. Children enjoy learning about people who have made a difference in our history because they stood up for what they believed in.

Valentine's Day: A day to show our love to those we love. Many classrooms enjoy a party and pass out valentine cards or gifts. Children enjoy making gifts for family members and their friends.

St. Patrick's Day: We bring Christ into this holiday by showing the clover as a symbol of the Trinity. Three leaves in one plant, and three persons in one God. It is also fun to emphasize pretending with treasure hunts, scavenger hunts, and hide-and-seek games. We exclude the stories of the leprechauns. Magic and Luck are things we never teach about or use in our lesson plans. "Every good and perfect gift comes from above." James 1:17.

Palm Sunday (The Sunday before Easter): We teach the children the story of how the people worshipped Jesus with palm branches and laying down their coats. They honored him. How can you help the children to honor him too? Songs, Showing Love, Prayer, Thinking of Someone else first, Sharing, Helping Hands is a great way to start!

EASTER: The best holiday of them all for us as teachers! We have the freedom to teach the children how much God loves them; that He sent His own son to pay for their sins! Especially the preschoolers can understand the meaning of salvation. We don't teach about the Easter Bunny at all. Eggs are fine and appropriate for the season.

Food from Home

Parents may bring in food from home to serve to their child for breakfast, lunch, or snack. Food should be a healthy alternative to what we are already serving. Food must follow our "No Nut" policy.

Treats or food brought in for a birthday or special event must be checked to ensure no nuts are in the food. Packages that are labeled "may contain nut products" or "Made in a factory with nuts" can not be distributed to children even if there are no known allergies. If an item is found to have nuts, we will keep it in its package and give it to the parent upon pick-up. If the food brought in is to be served in place of a lunch for an individual child, a parent must be notified to bring an alternative.

If it is a class snack to share, check that there are enough for all the children to have one. Food brought in for a child with an allergy, intolerance or preference is to be consumed ONLY by that child. The package should be clearly labeled with the child's first and last name.

Head Counts & Supervision

In identifying where children are at all times, it is our policy to conduct head counts on an hourly basis or more. At the start of the day a head count/attendance will be taken and each child will be accounted for. Head counts will be done at different times of the day, such as breakfast, lunch, snack, outside time, transition times, arrival & departure. This ensures the safety of our children throughout the day.

Late Arrivals

We encourage children to be brought in before 8:30am if they are planning to have breakfast, and before 9:00am to get the most from circle time discussions. Breakfast is NOT served after 8:30am. Parents must call the office or let the Lead Teacher know if a child is to be brought in after 10:00am. Parents can write the information in the Parent Log if they know of a late arrival ahead of time. This serves as a reminder for the opening teacher. Before receiving a child after 10:00am your teacher will get permission from the office before accepting the child. Parents will need to call the office if child will be late due to a doctor appointment, dentist appointment, or other reason to ensure the child will be accepted after 10:00am.

Lost Child Procedure

In the event that a child is lost, the teacher will notify the director, the director and office staff will search for the child, call parents, the proper authorities and the school will be under immediate lockdown. An incident report will be made and given to parents and other appropriate persons.

Meal Times

Children with allergies, intolerances, or parent specified preferences must be relayed to the lead teacher in your classroom. Food can be brought in from home (see food from home policy). Food provided by CEC: Infants are of course fed on their own schedule. The center provides infant formula and cereal if a parent so chooses. Parents provide other baby food for their infants until your child is ready for table food. For children able to eat table food, we provide breakfast, lunch, and an afternoon snack. Breakfast is served from 8:00 to 8:30 a.m., if your child arrives after 8:30 please be sure he/she has already been fed. Lunch is served at 11:00 a.m. for infants and toddler 1 classes. Toddler 2 classes eat at 12:00 p.m. Preschool classes eat at 12:00 p.m. Afternoon snack is served between 2:30 and 3:30 depending on the classroom All of the meals and snack meet or exceed the guidelines set forth by USDA Food Program. A monthly menu is available to you and posted in each classroom.

Missing Child

If a child is lost or missing, staff members will follow these steps:

1. Notify the office immediately.
2. Check to see if the child was signed-in or out by a parent. If the child was not signed in/out, check to see if they were marked on the attendance sheet by the teacher.
3. The office will thoroughly search the building and grounds.
4. If the child is not found, the office, or the teacher, will contact BOTH of the parents to see if one of them has the child.
5. The office will contact the Denver Police Department.
6. Fill out the Lost Child Form located in the CEC office
7. The office will contact the Department of Social Services to file a report.

Naptime

Children are required by licensing to get a minimum of 30 minutes of rest during naptime. It is essential for children's development to get this rest. If a child has rested 30 minutes, teachers will provide a quiet activity for the child until naptime has finished. Naptimes vary depending on the classroom, Infants of course nap on their own schedule and when tired. Toddler 1 classrooms start nap at 12:00 and end at 2:00p.m. Other classrooms nap from 12:45 to 2:45P.M. Parents have the option to bring in a blanket and or a sleeping buddy to help your child during the hours of naptime. Note: **For infant parents/rooms we do not allow blankets, sleeping buddies, pillows or any other items inside the cribs while babies are sleeping. CEC staff are trained and practice safe sleep policies in our infant classrooms.**

Ratios

It is our policy at CEC to follow these guidelines for staff/child ratios. In infant rooms we observe ratios 1 to 4/5 in toddler 1 rooms, 1 to 5, in toddler 2 rooms 1 to 7 and 1 to 10 in preschool rooms.

Releasing a Child

Children may only be released to an adult of legal age (18 years old or older), the child's parent, legal guardian, or authorized persons for pick-up. When meeting a person for the first time a photo ID will be compared to the authorized pick up list in the emergency book. WE DO NOT release the child if the adult is unable to provide photo ID or is not on the authorized pick up list. For pick up, the person picking up must sign the child out on sign out sheet.

In the event that an individual who is not authorized wants to take the child and insists on doing so, staff will notify the office immediately. Both the child and adult will be escorted to the office to verify pickup by calling legal guardian. The office will notify the custodial parent of the situation. If the individual persists after the parent is contacted the Director or person in charge will take the child to their office. If necessary we call the Denver Police Department for assistance until the parent arrives. If a restraining order is on file disallowing that individual from picking up the child, we will call the police (911) first, then the custodial parent.

If it is suspected that the person picking up a child enrolled at CEC is under the influence of alcohol or other drugs (based on the assessment of obvious factors such as slurred speech, staggering when walking, confused or inappropriate communication, in addition to obvious odor of breath), the child will not be released.

Toys from Home

Toys from home are not allowed, with the following exceptions:

- A comforting toy for the child to sleep with at naptime.
- Show & Tell item related to classroom theme, allowed on Fridays and permitted in the classroom only, not on the playground.
- A toy for the entire class to use for a theme/study

Toys brought from home will be kept in the child's cubby or returned to parent at the beginning of day. If the child continues to play with it once in the cubby, it will be placed in the child's folder or behind the teacher's desk until pickup time. Unless the classroom decides to allow Show & Tell, the toy should remain put away for the day. Toys, just like all belongings of a child, must be labeled with the child's full first and last name.

CEC is not responsible for lost or damaged toys brought from home.

Money: If a child brings money to school, staff will take it and place it in an envelope labeled with child's name and place it in child's take home folder.

Video Viewing

Any and ALL videotapes, DVDs and television programs must be preapproved by the Director before being viewed by the children. Videos must be rated "G". Other movies rated PG may be approved by the director only. Video viewing is only allowed for 30 minutes per week for ages 2 - 5 upon approval. We do not allow video viewing for the younger ages under 2.

Volunteer Hours (Volunteer Opportunities see appendix)

We are grateful for the parents, family, and family friends who volunteer at CEC. Volunteering might include spending time inside a classroom, leading an assembly, assisting in a craft, donating toys, donating money, helping with classroom parties, volunteering for the Teddy Bear Picnic and storytelling. All parents are welcome to volunteer time it is greatly appreciated.

Health and Safety Issues

Accident or Injury to a Child

If a child has a minor scrape or bump, a staff member will wash the injury and apply ice and bandage as necessary. The parent will be informed of the injury or accident when the child is picked up. If the child falls or sustains an injury that is more than a scrape or if the child's head is injured, an Accident Report will be completed and signed by the staff member on duty, and the parent will be contacted by phone. The original accident report will be given to the parent and a copy retained in the child's file.

Any child sustaining a more serious injury or receiving a head injury will be seen by the Director or Assistant Director, and the parent will be notified by phone. The parent may determine whether or not to pick up the child. If the parent cannot be reached, and it is determined that immediate medical attention is needed, 911 will be called. If emergency personnel determine the child must be transported to a medical facility, and the parents have still not been located, the Director, Assistant Director, or designated personnel will go with the child, taking his or her full file, containing the medical release form. Throughout this procedure, a staff member will be assigned the task of locating the parents through the use of all available phone numbers. **Please notify the Center immediately of any change in phone numbers, doctors, addresses, emergency contact persons, hospital of choice or persons authorized to pick up your child.**

Administering of Medication

Medication can only be given to children by staff who are delegated by the Nurse to administer medicine. Medicine must have a doctor's note or a "Medication Administration Form" completed in order for any medication to be given. Teachers are not allowed to accept medicine. Parents will need to bring the medicine and doctor's note to the CEC Office. Note: We do not store Tylenol or any other pain reliever medicines here at the center. (emergency medicines are the only medicines allowed to be stored) If your child is ill it is preferred that you give the medicine at home. With the proper medication administration paper work from a physician and signatures from parents authorizing medication delegated staff members can give Tylenol or other over the counter meds. **Storage of medications; Emergency medications; If a child is in need of an epi-pen or inhaler the medicines will be stored in the child's classroom for easy access in a safe place (emergency bag locked with child proof clips) and out of reach of children. Staff are required to keep the emergency bags with them at all times. Note: Staff member that have children with emergency medicines in their class will be trained and delegated by our nurse consultant to give said meds.**

School Age Children; If a school age child (ages 6 - 12) is enrolled and in need of emergency medications a contract must be signed by the Nurse Consultant, by parents and child regarding carrying emergency medications. Children must be observed by the schools Nurse Consultant regarding self- medicating, and trained on how to store medicines away from the other children.

If a parent puts medicine into a bottle or food brought from home, the parent must be here for the child to consume the item in its entirety or with approval from the office. Any and all medication/ supplements are required by law to have written parent permission and doctor permission in order to be accepted by the office. Herbal or homeopathic medications/supplements, vitamins are not permitted, even with a doctor's note.

Prevention vs. Treatment- With permission from parents, staff are allowed to apply diaper cream to a child's area as long as we are "preventing" a rash. A doctor's note is required to apply ointment on broken or irritated skin (such as yeast infections, eczema, etc.) as that would be treatment. Only designated staff members can apply cream for a treatment situation.

Allergies, intolerances, preferences

Parents if your child has any known allergies it is important to notify the office, fill out the appropriate paper work in the enrollment packet and notify your teacher. It is also our policy in cases of severe allergies and emergency medicine that is needed for care, that all paper work from the doctor be submitted before we can enroll a child or give any medication.

Biting Policy (see [Biting Policy in the Appendix](#))

Child Abuse & Neglect

Under the “Child Protection Act of 1987” (C.R.S. 19-3-301) in the Colorado Children’s Code, childcare workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a childcare worker has “reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonable result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.”

Child Abuse & Neglect Cont.

“Abuse” or “child abuse/neglect” means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child’s parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

Our local county department of social or human services can be reported to at 720-944-3000 or the police department can be called. It is not our staff member’s role to investigate suspected abuse, only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting agency. A childcare worker who fails to report suspected child abuse or neglect commits a class three misdemeanor and will be punished as provided in section 18-1-106, C.R.S. The staff person could also be liable for damages “proximately caused thereby.”

Complaints & Concerns

All staff and parents are encouraged to report any complaints concerning suspected licensing violations to the Director of the Center. If there is not correction or appropriate response to the complaint, the staff and parents should file a formal complaint with the Department of Social Services. Denver County Department of Social Services is located at 200 Colfax Ave. Dept. 1009 Denver, Colorado 80202. Their phone number is 303-866-5958. You may also contact the Public Health Inspection Division at 303-285-4075.

Any report of concern may be made over the phone. The department concerning the individual making the report maintains complete confidentiality.

If you have a concern regarding a classroom situation or your child’s progress, first discuss that concern with your child’s teacher(s). You may also share it at a scheduled conference or set up a special meeting. Please refrain from discussing it elsewhere. Should further help be needed, please schedule an appointment with the Director. If you have an administrative or general concern, please contact the Director.

Communicable Diseases

We are required by the States of Colorado Licensing Rules to report all communicable diseases (hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, etc...) to the Health Department at 303-692-2700. We must also relay this information to all families involved with our center. Confidentiality is maintained throughout the process.

In the event that a parent confides in CEC that their child has a communicable disease, the employee must tell the Director and fill out an incident report stating information they have received, including:

- The date
- The name of the parent and the child
- Type of disease
- Time of report
- Name of staff person making the report

The Director will call the Health Department to make a report or cause a report to be made. Families of the center will be notified the same day. CEC is required to post known contagious illnesses in classrooms. Parents please inform the office of a diagnosed illness immediately.

Emergency Procedures/drills

Office staff and teachers are trained and aware of all Emergency Procedures. We conduct drills on a regular basis to keep our staff/children trained for emergency evacuations. Drills that we conduct on a regular basis include fire, tornado, lock down and lockouts. Emergency routes for each classroom are posted in the individual classrooms.

Evacuation for Children with Disabilities- During emergency evacuations CEC has wheel chair ramps on the lower level as well as the upper level of the building for a fast and safe evacuation. Children with disabilities will be evacuated out of the building using the evacuation route designated for each floor levels

Fire- Activity stops, children are collected, a headcount is done, staff/children proceed to the nearest fire exit closing the classroom door behind them. For the upstairs classroom's the designated meeting place is out by the City Point Church entrance. Lower level CEC classrooms meet on the sidewalks in the middle of the parking lots on the northeast side near the preschool playground. In a worse case scenario and an actual fire occurs leaving us no access to the building staff will call parents for pickup.

Tornado- Activity stops, children are collected, and a headcount is done. Staff and children, proceed down to the Tornado Shelter by the MC Auditorium. Upstairs classrooms make an assembly line down the stairs to safely get all children to bottom. Note: Parents will not be allowed to leave with your child until the alert has been lifted for our area.

Lockdown- A lockdown occurs when there is someone in/outside of the building that may pose a threat to the safety of the center. When an alert comes over the radio that there is a lockdown, teachers will lock their doors and get children out of sight of the classroom door and children kept quiet. The goal is to make it appear as if "Nobody is home". If children are outside, teachers will come inside (if safe). If circumstances occur that it is not safe to enter the building teacher will group children together behind a tree or huddle near the wall or precede to a safe place.

Lockout- A lockout occurs when there is a potential threat outside of the center. During a lockout, NO ONE is allowed in or out of the building. The outside perimeter doors are locked and will remain locked until the alert is lifted. This includes CEC staff, CT staff, HOPE staff, all parents, etc. Any classrooms that are outside at this time must return to their classrooms immediately.

Hand Washing

Hand washing is one of the best tools in controlling the spread of infections. Be sure that your child performs good hand washing, which will greatly reduce the amount of sickness in our center. Hand washing Technique: [All children need to wash their hands before entering their classroom.](#)

- Moisten hands with warm water
- Apply soap and washing vigorously until soapy lather appears
- Continue rubbing hands together for at least 20 seconds, rubbing areas between fingers, around nail beds, under fingernails, under jewelry, and back of hands
- Rinse hands under running water until they are free of soap and dirt
- Dry your hands with a paper towel
- Turn off the water using a paper towel instead of bare hands

Teaching Hand Washing

Because children often learn by watching adults, it is important that employees and parents use good hand washing techniques. When children are not washing their hands properly, it is necessary to show them proper technique in addition to telling them. It is also good to remind children that hand washing will stop the spread of germs that might cause illness.

Health Consultant Support

For any parents who have questions or concerns about child development, mental health, behavior issues, or a child with medical needs our licensed school nurse Theresa Rapstine is available as a resource and support to our families at CEC. Theresa's contact information is Theresa.rapstine@childrenscolorado.org ([see resource list for different programs in appendix](#))

Inclement Weather Policy

During extreme hot and cold weather it is our policy for children to remain indoors and play if the temperature outside is below 40 or above 90 degrees. Children and staff will remain indoors and plan games or other large motor activities throughout the day.

Immunizations/Medical Examination

Children enrolled at CEC are required to keep current health record and immunizations on file. Health appraisals are due per AP Guidelines at 2 month, 4 month, 6, month, 9, month, 12 month, 15 month, 18 months. After the 18 month checkup it is required every year. All children enrolling in the center are required upon enrollment to have a current physical/well check and immunization record. If any parent decides to claim a personal exemption or religious exemption regarding immunizations, you must sign the back of an immunization card and have a letter from your Physician. We do not exclude children from the enrolling in the center, however if there is an outbreak of a contagious disease it is the responsibility of CEC to notify parents. Parent need to keep their children home during the duration of illness.

Releasing a Child

Children may only be released to an adult of legal age (18 years old or older) who is the child's parent, legal guardian, or authorized persons for pick-up. When meeting a person for the first time a photo ID should be compared to the authorized pick up list in the emergency book . WE DO NOT release the child if adult is unable to provide photo ID or is not on the authorized pick up list. For pick up, the person picking up must sign child out on sign out sheet.

In the event that an individual who is not authorized to take the child insists on doing so, staff will notify the office immediately. Both the child and adult will be escorted to the office to verify pickup by calling legal guardian. The office will notify the custodial parent of the situation. If the individual persists after the parent is contacted the Director or person in charge will take the child to their office. If necessary we call the Denver Police Department for assistance until the parent arrives. If a restraining order is on file disallowing that individual from picking up the child, we will call the police (911) first, then the custodial parent.

If it is suspected that the person picking up a child enrolled at CEC is under the influence of alcohol or other drugs (based on the assessment of obvious factors such as slurred speech, staggering when walking, confused or inappropriate communication, in addition to obvious odor of breath), the child will not be released.

Reporting Child Incidents

If a child has an accident, no matter how small the injury, an incident report will be filled out. If the Director or other person in charge deems the accident to be serious, they will follow the procedures as to notifying the parents. All parents need to be notified by phone for any head injuries.

Transporting Children (for preschool classrooms only)

Field trips are generally planned only during the “good weather” months. Permission slips including field trip information will be handed out in advance. Teachers will post signs reminding parents of what to bring, appropriate dress, and cost in their classrooms. CEC will maintain the student/adult ratio as recommended by the State of Colorado on all field trips. If a parent chooses not to allow a child to participate in an excursion, the parent will be responsible for the child’s care during the time of the excursion. Transportation is limited to field trips. Families will be notified of a planned field trip in advance and a permission slip for transportation is required. The center will maintain legal ratio limits at all times. Each child must be restrained in an individual car seat and seat belt; lap belts must be secured low and tight across the upper thighs and under the belly. Children are instructed and encouraged to keep the seat belt properly fastened and adjusted. Please bring in your child’s booster/car seat for safe transportation to and from the field trip location. Children will be supervised at all times.

Visitor Policy

Our center welcomes APPROVED visitors to visit the center and/or spend time with the children in their classrooms.

The Visitor Policy states: While visiting a child: Visitors must present a valid photo ID, sign in with name, address, and purpose of visit. Visitors will be given a Visitor Badge while visiting the center. If visiting a child the person must have a photo ID ready to present to the teachers as a match for the child’s approved contact list, CEC must receive written approval from the child’s parent/guardian for any visitor not on the child’s approved contact list. Visitors may not assume teacher responsibilities ie. changing of diapers, taking children to the bathroom, or disciplining. If removing the child from the classroom, Visitors must sign the child out before leaving—legally taking responsibility for the child while they are with you. Once the visit has been completed, the visitor must return their badge to the front desk and sign out. Notification from parents are required if you have a family member wanting to visit your child in his/her classroom.

Volunteer Policy (see [volunteer opportunities in appendix](#))

Volunteers are encouraged at CEC. Every volunteer goes through the same process as a CEC employee and must pass a background check. A volunteer assisting in a classroom will assist with whatever activities are taking place in the classroom at that time, such as coloring, eating, napping, singing, storytelling, playing on the playground, etc. Volunteers may: Assist in getting the children to sleep, help serve meals and feed the children as necessary, play and interact with the children, take walks with the class and other teachers. Volunteers may **NOT**: be left alone with children, volunteers do not count towards a classroom ratio, administer any medications, change diapers, volunteers may not apply diaper ointments or creams, assume the role of the lead teacher or discipline a child.

Parent-Teacher Communication

Child/Staff Relationships

Here at CEC our staff work towards building strong and loving relationships with each family and child. One of our policies is to assign permanent staff to each room to help with building relational bonds and provide consistency for children and families. Our staff look forward to building those relationships with everyone we care for.

Confidentiality

Confidentiality is important for the safety of our staff, children, and families. WE DO NOT discuss issues concerning another student, staff member, or parent with anyone not involved. If you hear information that you are not directly involved with, report information to the office.

CEC defines confidentiality as the discretion in keeping private information, limited to persons authorized to use information, documents, etc. This Center will ensure that all matters concerning the childcare and its users will remain confidential at all times. The only persons permitted to see the children's records are the parents/legal guardians, childcare staff and the licensing body. Each child's personal file containing enrollment forms, developmental records etc. are to be stored in a manner so that they are not accessible to unauthorized people. Information regarding a child's enrollment or personal details is not to be given to others without written consent from the parent/guardian. Staff members are trained and trusted to maintain confidentiality, and to use information gained with the utmost discretion.

Family Preferences-Boundaries

CEC is proud to host a diverse multitude of families at CEC. While we encourage a family-like setting in the classroom environment, teachers maintain a respectful balance of boundaries and preferences. While teachers may spend a large amount of time with the children, parents are in fact the best resource for information about their child. They are the parent and we are their care provider. Parent preferences should be considered with care and may be adapted into the class. We will put our best foot forward in partnering with parents and do our best to meet your request.

Move-Ups and Transitions

Move up letters are sent one to two weeks in advance of their move up date. Communication with parents is one of the key factors in a child's move up/transition to another room. The procedure for transitions is as follows; The director of the program will correspond with lead teachers regarding developmental readiness of children, a phone call or in-person communication will be made. Parents will be asked for their opinions and or concerns about the transition process, and their feelings on whether their child is developmentally ready or emotionally ready to move up. Move ups happen at the beginning of each month as long as there is room in the next class. Note: In some cases the director may have to move-up children at other times for enrollment purposes, as well as postponing a move-up for a period of time.

Infant Nurseries

Transition Requirements for Infants Moving Up at the age of 12 months

- Infants should be weaned off bottles
- Taking milk or formula from a sippy cup
- Must be cruising/walking
- Experience sleeping on a mat

Toddler 1 Rooms

Transition Requirements for Toddlers ages 12 months to 24 months (move

- up at the age of two)** Experience using a fork, experience open cup drinking, able to use a spoon
- Able to follow 1 step verbal instruction
- Starting to develop empathy for other
- Introduced to daily routines

Toddler 2 Rooms

Transition Requirements for Toddlers 24-36 months old

- Potty Trained definition: Child is able to go through extended periods of time and nap without an accident, able to communicate with a teacher a need to use restroom, and communicates when needing help wiping
- Able to follow simple instructions
- Improved ability to transition with teacher direction
- Are able to display increasing independence.

Preschool Rooms

Transitions in preschool depends on age and developmental levels. We have 3 preschool classes; Room 110 cares for children ages 3 to early 4's, Room 134 cares for ages 4 and room 122 is our pre-k room caring for our 5 years of age children. Moving/transitioning children to a older classroom depends on room readiness, age and development levels.

Parent/Teacher Conferences

Conferences are held once in the Fall and once in the Spring. On scheduled conference days CEC will close at noon to allow for meeting times with parents to be scheduled. These conferences are an opportunity for teachers to speak with parents in a calm, unrushed setting. ([see closure calendar for conference dates](#))

Parent/Teacher Relationship

On occasion there comes a time when parents need a nanny or babysitter. Some CEC staff provide babysitting services. This service is to be worked out between staff and the parent. This service is not to interfere or conflict with our CEC program

Shared Custody & Other Arrangements

Our goal as a center is to maintain a positive environment and relationship with all family members to the best of our ability. When there are separations, divorce, custody issues, notify the office of any changes in custody, we require legal documentation in order for the center to comply.

- Change of Emergency Contacts: Both legal guardians must be in agreement upon who is allowed to pick-up and drop off their child. Changes to the Emergency Contact Information must be submitted to the CEC Director.
- Custody: Court ordered custody arrangements are able to be adhered to upon receipt of court orders. Homeroom teachers as well as office staff are aware of the confidentiality and utmost importance of adherence to these orders.
- Divorce & the process: We remain neutral and unbiased in these situations because it is vital for the child's positive experience in our care that both parents are at ease with their child's caregivers.

Security Key Cards

CEC provides a 2 security card to parents upon enrollment. Parents are responsible for these cards and are required to have a key card at all times to access the building. If a card is lost, damaged, stolen, or has stopped working, parents must inform the office immediately. Parents should not let other family members use their card. There will be a fee for damaged or lost cards.

Appendix

Classroom Management

Classroom Management refers to the wide variety of skills and techniques that teachers use to keep children organized, orderly, focused, attentive and productive. When classroom strategies are executed effectively, teachers minimize negative behaviors while maximizing positive behaviors that facilitate or enhance learning. Above all, classroom management must be handled in a loving and nurturing manner that takes into consideration each child's developmental growth.

Classroom Management includes but is not limited to such factors as:

- ▯ Behavior- the guidance strategies and protocols a teacher provides in a classroom. ([See Guidance Strategies Policy in Appendix](#))
- ▯ Environment- an inviting sensory experience (music, sunlight, temperature, etc), classroom arrangement, stimulating and interesting activity centers and child friendly bulletin boards, posters and activity boards, helps with a welcoming environment.
- ▯ Expectations- developmentally appropriate schedules and rules, observations of child's individual needs, and age appropriate expectations.
- ▯ Materials- lesson materials, teacher materials, and replenishment/rotation/repair of toys, as well as enough toys and materials for the amount of children in each classroom environment.
- ▯ Activities- lesson plans; planning activities around bible stories, art, music, science, math, literacy, social play, and movement. field trips and video viewing (preschool age and above.

The Creative Curriculum Method; Along with themes of the month our staff use The Creative Curriculum Method. The Creative Curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. This curricula applies the latest theory and research on best practices in teaching and learning and the content standards developed by states and professional organizations. While keeping the original environmentally-based approach it clearly defines the teacher's vital role in connecting content, teaching, and learning for preschool children.

Classroom Environment set-up; All of our classrooms have 8 to 10 play centers for children to play, learn and grow developmentally. The main center areas include;

- Dramatic Play:
- Blocks:
- Science:
- Math:
- Music
- Movement/Large Motor
- Art
- Fine Motor/Manipulative
- Literacy/Writing
- Reading/Library



Our Program recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems.

Our Program, then does not focus on punishment for the biting, but on effective techniques that address the specific reasons for the biting. When biting occurs, we have three main responses: Care for and help the child who was bitten, help the child who bit learn other behavior, work with the child & parents who bit and examine our program to stop biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies (shadowing), techniques, and timelines to address it.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water, staff will inform the office of incident and report incident to parents.

When we experience ongoing biting in a toddler room, we develop a plan of action with strategies, techniques, and timelines to work on the problem.

Biting is always documented on our standard incident report form. It is completed and signed by the teacher and administrator. It must also be signed by the parent. One copy is given to the parents, and the other copy is kept in the child's folder in the Office. We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

In addition, we have current resources on biting available to the parents and teachers. We encourage parents to bring their concerns and frustrations directly to the teachers/director. The administration is kept informed of the problems and will work with the parents and teachers to help bring the biting under control. Communication is very important in order to help children learn not to bite!

Other techniques that may be helpful during biting stages;

- Teacher/parent should partner together to find a solution, Shadowing the biter can be effective.
- On-going communication between teacher and family
- Observe both biter and bitten for what triggers the behavior
- Teething rings to chew on for the biter
- Pacifier to chew on for the biter
- Providing the biter ways to help in the classroom

Teach the biter to take care of the bitten and use all moments or behavioral occurrences as a teachable strategy for the whole class.



Child Guidance Strategies Policy

Guidance Strategies: These are the tools and strategies used by Child Enrichment employees pertaining to the instruction and knowledge used to teach self-control and appropriate behaviors in a given situation.

Child Enrichment Center employees have been trained to use clear and concise, age-appropriate boundaries that are consistently enforced through the following strategies. Children respond well to the safety of knowing their caregivers will uphold consistent boundaries and expectations. Collaboration between the parent, teacher, office, and child is vital to the success of any guidance strategy!

Children misbehave for several reasons: they may not know a more appropriate way to behave, are caught up in a strong emotion and need to be taught how to deal with their emotions, are attempting to achieve a personal goal, inappropriately expressing a need, or they may be testing boundaries to see how safe and consistent a caregiver is. Often children will need to learn the same boundaries/expectations several times before they understand and remember it. Repetition and consistent follow through is very important to have a successful learning experience for the child.

Re-Direction: Guiding a child from a challenging situation or inappropriate behavior to a new activity or thought process by either distracting a very young child with another toy/game, or beginning a new conversation. This strategy works extremely well with infants and young toddlers. In older children, this strategy may be used to diffuse a situation in order to help the child calm down to discuss appropriate behaviors.

Teachable Moments: Using the opportunities of life experiences as they happen. This involves a teacher conversing with a child: listening, asking questions and giving suggestions to help a child find a solution.

Example: A child is running while pushing a toy truck across the floor, the teacher asks the child to slow down. The child does not slow down, trips and gets a facial rug burn. The teacher lovingly cares for the child's wound while using the opportunity to discuss with the child what happened and ideas for preventing it from happening again. Teachers may lovingly remind the child that this is why we have rules in the classroom such as "Use walking feet" because we love the children and don't want to see them hurt.

Verbal Warnings: A teacher will talk with a child about an inappropriate behavior, sharing with the child the boundaries and expectations for appropriate behavior. If the child chooses to continue using the inappropriate behavior, the teacher may give the child a warning that a consequence is impending if the child does not choose to use appropriate behaviors.

Example: A teacher may say to a running child, "Use your walking feet please" followed by "Make a good choice to use your walking feet or you may need some thinking time."



Child Guidance Strategies Policy (cont'd)

Logical Consequences: During misbehavior, a teacher may give a child a consequence related to the misbehavior.

Example: A child is throwing blocks and after the teacher first speaks to the child about why it is not safe to throw toys, the child continues. The teacher gives a verbal warning to allow the child the opportunity to make a good choice. When the behavior continues, the teacher will remove the child from the block area explaining to the child the consequence for using toys improperly is that the child is no longer allowed to play with those toys for a specific, age-appropriate period of time.

Working Together: When two or more children have a conflict, teachers assist them in meeting in a specific area such as the classroom “Friendship Table” or “Work-It-Out-Bench”. This is a designated area where teachers guide children in a conversation sharing the sequence of events, how each child feels, and discussing possible solutions to solve the conflict. As children learn to use this space for conflict resolution, they are sometimes able to use this space without teacher guidance, effectively problem-solving on their own!

Separation: If a child has received a verbal warning and continues misbehaving, a separation time will be used. This guidance strategy may be referred to as “time-out”, the “thinking chair”, or “time away”. The child’s separation from the situation allows the child time to calm down and consider the situation. It is not to be more than 1-minute per year of age of the child. In addition to physical separation, the child and teacher will discuss the reason for the separation and positive behaviors the child can use in the future. For young children, this time to be away from the group can be refreshing and help to diffuse any strong emotions driving the misbehavior. It is a quiet, safe place where a child and teacher can work on finding tools or words the child can use to prevent further misbehavior.

Adult Teamwork: All adults involved in a child’s experience at CEC must work as a team in order for a successful learning experience. Teachers keep parents/guardians informed on a daily basis of any guidance strategies that need follow through at home. With the positive teamwork of caregiver and parent/guardian, children are able to successfully learn appropriate behavior choices and enjoy their learning experience in the classroom with their peers.

Defiance, Violence, and Extreme Negative Behavior: Defiant or Violent behavior is not permitted. If the above steps have been taken and the child’s negative behavior continues to escalate, a child will be removed from the classroom and taken to the safety of the office for intervention. Any time a child’s behavior requires office intervention, the parent/guardian will be informed by the teacher and based on the severity of the situation, a report of the incident sent home from the office staff. If a child’s behavior persists and all attempts have been made to diffuse the situation, a child may be sent home for the day.

Each situation will be dealt with individually and action necessary will be determined by the administration. Repeated defiance, violence, or extreme behavior may result in meetings with parent/guardians, administration, and teachers. In these meeting(s), all will work together as a team to discuss a specific plan of action to assist the child in learning appropriate behaviors and accepting boundaries. Potential responses to repeated extreme behaviors may result in the need to involve professional experts for evaluation, temporary suspension, or dismissal from the program. In rare cases, if adults are unable to work together as a team to agree on a solution; the conclusion may be that Child Enrichment Center is not a good fit for the child or family.



Infant Room Policies

Safe sleep practices in our infant nurseries is a high priority and must be maintained at all times. It is required by our licensing team for all staff working in infant rooms to be trained in safe sleep procedures. We follow the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commissions to provide a safe sleep environment and reduce the risk of sudden infant death syndrome. Safe sleep training is an annual training that all infant staff are required to take. It is our number one goal to keep our littlest ones safe and in a happy environment.

Safe Sleep Policies;

- Infants must be placed on their backs to sleep. Any alternative sleeping positions must be approved by a healthcare provider in the form of a written order with a specified time frame for the alternative sleep, this policy also includes sleeping in another device besides a crib. Our Nurse Consultant will review the forms given by a healthcare provider.
- Swaddling of infants is allowed only with a healthcare plan completed and signed by a healthcare provider.
- Blankets, sleep sacs that mimic swaddling or limit movement are not allowed or to be used.
- Sleep sacks have to be the child's size and must not be place around the child's arm to limit movement. Sleep sacks must be positioned under the arms allowing free movement.
- Infants who fall asleep on their tummy or roll over to a tummy position must be immediately moved and placed on their back.
- Children need to be put in a crib for sleep unless a healthcare provider writes a written form stating why and what time an alternative sleep device can be used.
- No Pillows, stuffed animals, baby toys allowed inside cribs.
- No devices such as infant wedges or infant positioners in cribs.
- No bibs, or any other clothing are to be worn during sleep time

Pacifier Policy;

- Pacifier are offered to infants up to 12 months of age unless parents sign a waiver stating they do or do not want their child to be offered a pacifier.
- Pacifier must be child sized and suitable for the child's age.
- Pacifiers must not be coated with any sugary sweet solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- Parents need to take home and sanitize pacifiers on a daily basis.

Resources for Parents

Bridge Languages: Translation and Interpretation Services 303-785-8869 <http://www.bridgelanguages.com/>

Child Abuse Hotline Statewide: 1-844-CO-4-Kids (264-5437) or in Denver: 720-944-3000

Child and Adult Care Food Program- 303-692-2330 <https://www.colorado.gov/pacific/cdphe/cacfp>

Child Care Assistance Program (CCAP) 720-944-KIDS (5437) E-mail: denverccap@denvergov.org Fax: 720-944-3330

Child Find Denver Public Schools Rocky Mountain Human Services– Ages Birth-2 303-247-8423 Ages 3-5 720-423-1410
(helps with hearing, speech and language testing as well as evaluations of a child’s development)

Colorado’s Healthier Meals Initiatives- <https://www.colorado.gov/pacific/cdphe/colorados-healthier-meals-initiative>

Connect for Health Colorado- 855-752-6749 <http://connectforhealthco.com>

Denver Help Center- 311

Food Bank at City Point- Sunday mornings from 12:15pm to 1:15pm 303-744-7213

Health Departments- 303-692-2000 <https://www.colorado.gov/pacific/cdohe/find-your-local-public-health-agency>

Healthy Child Care Colorado 303-339-6800 <http://www.qualistar.org/healthy-child-care-colorado.html>

InfantSEE Program 888-396-3937 <http://infantsee.org/>

Integrated Nutrition Education Program <http://www.cowpcolorado.com> **Kidscreen– Vision/Hearing/Speech and Language Development-** 303-322-1871

Medical Home <http://coloradomedicalhome.org/>

Peak: Medical, Food and Cash Assistance Programs 303-866-3122 <https://coloradopeak.secure.force.com/>

Samaritan House 303-294-0241

Sewall Child Development Center- (303) 399-1800 <http://www.sewall.org/>

SNAP: Food & Nutrition Assistance 303-866-3122 <http://www.colorado.gov/cs/Satellite/CDHS-SelfSuff/CBON/1251580884676>

St. Francis Center 303-297-1576

Women, Infants and Children (WIC) Program- 303-692-2400 <https://www.colorado.gov/pacific/cdphe/wic-contacts>

Volunteer Opportunities & Sign Up

Dear Parents:

Our school's mission is to create an educational environment in which children are given the opportunity to reach their full potential, and the social/developmental needs of each child are met. Helping your child realize the value of education is extremely important. Your presence at the Child Enrichment Center is one way to show your love and encouragement. We are looking for volunteers to help us with that amazing task.

The children and I invite you to come to school to volunteer your time and talents. We will value you as a volunteer, and appreciate your dedication to the children as a supportive aide, role model, and mentor. We know your time is precious, but we hope this invitation will empower you to come in and volunteer. Please feel free to contact your lead teacher and discuss how you can partner with their lesson plans and the children's interests.

Thank you again for volunteering your time and talents! Together, we can make a difference in the lives of children.

Sincerely,
The Child Enrichment Center

Opportunities for Parents

I would like to volunteer in Room/Nursery # _____ (please coordinate a time with your child's lead teacher).

- Storytime (30 minutes)
- Art/Craft Activity (30 minutes-1 hour)
- Music & Movement Activity (30 minutes)
- Cooking (30 minutes)
- Special Assembly/Presentation (Music session or Career Day)
- Outdoor Game/Activity (30-45 minutes)
- CEC Event Support (event set-up, event take-down, serving, etc.)
- Preschool Fieldtrip Chaperone (1-4 hours and may include driving private car)
- Fundraising Opportunities
- Note; Any items that parents would like to donate, (toys, food, furniture) must be brought to the office for approval.
- Other _____



Schedule of Fees ~ January 1, 2014

Hours of Operation: Infants – 5 years old ~ 7:00am-6:00pm Monday-Friday
 Kindergarten-12 years Old ~ 7:00am-7:50am & 3:30pm-6:00pm on school days
 7:00am-6:00pm on days school is not in session

Annual Registration Fee: \$150.00 per child or \$200.00 per family billed annually on child's enrollment date
 Late Payment Fee: \$50.00
 Extra Day Fee: \$50.00
 Changes to Enrollment Status: \$10.00 per change
 Lost/Damaged Security Card: \$25.00
 Late Pick Up: \$1.00 per minute after 6:00pm due directly to the teacher on duty.

*Sibling Discount: Not Applicable for School Age Children. Applies 10% discount to oldest child of a family with more than one child enrolled (infants - preschool only).

Classrooms N1, N3, N4 Ages 12 – 24 months N7, N8, N9, N10 (Ages 6 weeks – 24 months):

Full Time (4-5 days/week)	=	\$1,185.00 per month
Part Time (3 days/week)	=	\$910.00 per month
(2 days/week)	=	\$780.00 per month

Classrooms N5 & N6 (Ages 24 – 36 months):

Full Time (4-5 days/week)	=	\$968.00 per month
Part Time (3 days/week)	=	\$787.00 per month
(2 days/week)	=	\$638.00 per month

Classrooms 110, 122, 134, 136 (Ages 3 – 5 years and potty trained)

Full Time (4-5 days/week)	=	\$940.00 per month
Part Time (3 days/week)	=	\$759.00 per month
(2 days/week)	=	\$638.00 per month

School-age Fees ~ Revised for 2014-2015 School Year

School Age Children (Ages 5-12 years)

Summer Camp J.A.M. =		\$155.00 per week if using selected weeks \$150.00 per week if enrolled full summer
Before School Care (AM)	=	\$70.00 per month
After School Care (PM)	=	\$130.00 per month
Both Before & After Care	=	\$175.00 per month
Drop In Care only	=	\$20.00 per child, per instance

Non-school Full Day Extended Care
 \$30.00 per day if enrolled as AM/PM
 \$40.00 per day if enrolled as Drop In
 Non-school Half-Day Extended Care
 \$15.00 per day if enrolled as AM/PM
 \$20.00 per day if enrolled as Drop In

Note: Parent handbook subject to change or revised; Parents will be given copies of any changes made.

