



# Family Handbook

2021/2022

Childcare  
Preschool  
Kindercare

## School Contact Information

Address: 2351 Sunnyside Rd. Montrose, Co 81401

Office Phone: 970.249.0710

Email: [preschool@montrose-christian.org](mailto:preschool@montrose-christian.org)

Facebook: <https://www.facebook.com/MontroseChistianChildhoodCenter>

Director: Kimmy Hert

Cell Phone: 970.985.1109 (Monday-Friday, during office hours)

Dear Families,

Thank you for choosing Montrose Christian Childhood Center (MCCC). We are excited and honored to be a part of your child's care and educational journey. We welcome you and your family to our program! The process of choosing a childcare and preschool can be exciting as well as challenging. We invite you to learn more about our programs, facility, and outstanding community.

MCCC is committed to offering children a safe and nurturing environment that promotes physical, social, emotional, and cognitive development. It is our belief that children play to learn and learn to play and that through their play, children learn about themselves others and their physical world. MCCC is a place where young children explore, learn, grow, and have FUN!

Hands-on, experiential learning is the core of our program. We provide children with activities that are both valuable and challenging, enhanced with science, exercise, music and movement, creativity, and biblical principles. Our outstanding staff set the stage for learning and interaction by guiding the experience each day, allowing children to discover for themselves, while supporting their efforts with praise and encouragement.

Building a strong foundation, based on these principles will prepare the children to meet the challenges of today and tomorrow. It is through our approach that we aim to inspire and instill a passion for learning that teaches children "how" to think, rather than "what" to think.

At MCCC, we recognize and value the uniqueness of each child. Our child-centered program enables your child to grow at each individual level. I understand how important this decision is for you. It would be my pleasure to assist you through the process.

Warmly,

*Kimmy Hert*, Director

## Things your child will need

### Toddler Program:

- Non-Spill Sippy Cup
- Diapers and Wipes
- Pacifier if used (During nap times)
- Lunch (two healthy snacks are provided)
- Extra Change of Clothes
- Blanket
- Sweater to leave at the center
- Crib sheet for nap

### Preschool Program

- Small Backpack or bag
- Water bottle
- Change of clothes
- Shoes for active play (please no flip flops)
- Blanket for nap
- Lunch (two healthy snacks are provided)
- Sweater to leave at the center
- Crib sheet for napping cot

### Kinder Program

- Small Backpack or bag
- Water bottle
- Change of clothes
- Pencil or Crayon box (school supplies provided)
- Shoes for active play (please no flip flops)
- Lunch (two healthy snacks are provided)
- Sweater to leave at the center

Please label of your child's items with their name.

## **Mission**

Montrose Christian Childhood Center (MCCC) is a non-profit childcare and preschool that aims to assist and support families as their children develop into God's full potential by providing children with exceptional learning experiences and high-quality childcare.

## **Goals**

The goals of MCCC are to foster Godly self-worth, responsibility, discipline, cooperation, caring for others, and appreciation for God and His word. The program promotes spiritual, emotional, mental, social, and physical development for each child. Meaningful experiences encourage imagination, creativity, and problem solving.

## **Hours of Operation**

MCCC is open year-round from 7:30 a.m. to 5:30 p.m., Monday-Friday. The center is closed on the days listed in the attached calendar as well as unexpected closers due to weather or other conditions. Families should consult the specific calendar for details.

MCCC follows Montrose County School Districts Thanksgiving, Christmas, and Spring Break.

Full or part time schedules are available. Part-time is available for a minimum of two days a week.

Morning Schedule: 7:30 a.m. to 11:30 a.m.

Afternoon Schedule: 12:00 p.m. to 5:30 p.m.

Full day Schedule: 7:30 a.m. to 5:30 p.m.

## **Enrollment**

The items below are required PRIOR to your child's first day of enrollment.

Completed Enrollment Packet, including the following:

- Nonrefundable registration fee \$50
- Nonrefundable activity fee \$50
- Family Registration Forms
- Enrollment Conference/tour
- Recent Vaccination Statement or Exemption
- Health Statement, including medications (with prescriptions) (30 days of start date)

MCCC is open to children 12 months to 7 years of age. We welcome families from all ethnic, racial, and national backgrounds. We do not discriminate based on background, race, or gender. Families and children can expect to be treated fairly and equally. Children with special needs are welcome at the center providing we can make reasonable

accommodations for the child's needs. We are committed to doing our best to meet each child's individual needs.

### **Tuition and Fees**

Registration fee	\$50
Annual Registration fee	\$30
Annual Activity fee	\$50
Late fee	30% of outstanding balance
Late pick-up	\$5 per. 5 minutes after 5:30 p.m.

### **Discipline**

Staff desires to help children develop self-discipline, encouraging adaption to acceptable standards of behavior from inner motivation rather than from external controls. Discipline emphasizes limits and riles that are understandable and consistent.

Staff are expected to try to prevent problems before they arise by arranging programs and classrooms that meet the developmental needs of the children. Examples include having a wide selection of materials, arranging classrooms so that children can be as independent as possible, offering a duality schedule that balances the need for physical activity and rest, and allowing children the choice of challenging activities suited to their developmental level.

Discipline is caring control. When correction is necessary, teachers will use a kind, firm voice to redirect or restate the rule. Teachers practice positive guidance strategies. No physical or harsh verbal discipline of children is ever allowed. The tone of our school environment is respect. Teachers model and encourage respect for each other, the children, and the environment. We do not allow children to hurt each other, themselves, or to damage the classroom materials. Children whose behavior endangers others are supervised away from the situation (time-out, break, or isolation) until they are ready to rejoin the group in a more socially acceptable manner. Repeated behavior issues will require parent-teacher conference to implement an improvement plan. Teachers facilitate the development of responsibility, self-regulation, and self-control in children.

Classroom Guidelines:

- WE play safe
- WE listen
- WE are kind to others

## **Drop off and Pick Up**

Parents must bring children to the door each morning and must come to the door to pick up their children in the evening. State law requires that children be signed in and out by authorized pick up persons, using their full signature. Children will not be allowed to leave the center with anyone except the persons designated on the pickup list/authorization form. Sign in/out sheets are found on the desk at the entrance to each classroom. Those signing in with CCCAP must sign in and out on the computer in addition to the paper sign in.

To always keep track of the children, the teacher will take a head count upon leaving the classroom and returning.

Parents must ensure that teachers are aware of the child's arrival and departure. Children are never to be left alone in a classroom or unattended.

If the child is late or absent for any reason, the center should be notified.

The center opens at 7:30 a.m., no child should be dropped off before this time. Parents are asked to wait until 7:30 a.m. to bring their child to the classroom. Children should be dropped off no later than 9:00 a.m. and picked up by their scheduled time of either 11:30 a.m. (morning) or 5:30 p.m. for evening. Late pick up fees apply in certain circumstances.

## **Supervision of Children: PARENTS**

Please do not allow your child to run ahead of you to the front of entrance of the building when you pick up. This is a high-traffic area with many parents arriving to pick up children and we do not want young children in the parking lot. Please do not allow you children to play on the fence in front of the school; a fall can be dangerous.

Please keep your children close in the parking lot, this is especially important at busy drop-off and pick-up times.

For the safety of the school, DO NOT leave unattended children in the car or leave the car running while picking up or dropping of your children.

## **Expulsion**

Delinquent payments – Families who have been delinquent in payments more than 14 days may lose their child's place at the MCCC.

More than five no-call/no shows on child's scheduled days.

Failure to provide or renew child's medical statement and immunization record can be a cause for dismissal. Both forms are required by State licensure.

Lack of cooperation with the center's efforts to resolve differences or to address behavioral issues disruptive to normal class functioning.

Abusive behavior and/or verbal threats toward children, staff, or other families.

All reasons for dismissal are at the discretion of the director.

### **Extra Days/Drop-in days**

Families must arrange extra days or drop-in days in advance with center. Extra days may only be added on a space-available and will be billed accordingly. Our billing policies do not allow you to use an extra day in place of a missed scheduled day. Please be considerate of times that are busier for us and plan your care needs ahead of time.

### **Notice of Withdrawal**

The Center requires a 14-day written notice of your intent to withdraw your child from the center. If the center does not receive notice, tuition will be charged.

### **Notification of Changes**

Families are expected to notify the center immediately and in writing of any changes in name, address, employment location and/or phone numbers so they can be contacted in the event of an emergency. In the event your child's physician changes, this information must also be provided to the center as soon as possible.

### **Schedule Commitment**

For the consistency of our classrooms, we are counting on you to commit to your child's schedule for the semester. Families will have the opportunity to change your child's schedule each semester. 14-day notice is required if you wish to drop any attending days. Days may be added to your child's schedule on a space-available basis.

Families will be charged for days their children are not present on their scheduled days unless the school is closed for a scheduled day off.

### **Special needs**

MCCC accepts children that may benefit from the group experience provided. The center reserves the right to determine whether any child will benefit from the program and whether the program can be adapted to meet a child's needs.

### **Temporary Leave**

In situations where you child will be absent for thirty (30) days or more, a temporary leave can be requested to maintain you child's space at the center. This period will be charge at a 50% rate of your current tuition. This temporary leave may stay in effect for a period of up to two



months before a formal withdrawal will be requested. No discounts will be given for vacations less than 30 days.

### **Visitor Policy**

All visitors must sign in and out. The sign in sheet is located by the front door. Visitors must list name, address, time of visit, and purpose of visit, and present identification to center staff.

*Visitors may be asked to wear a mask, have a temperature check, and go through an illness screening before entering the facility.*

Visitors may be denied access to building if a temperature or signs of illness are present.

### **Health Policy**

A medical statement signed by an approved health professional is required of all children. This medical statement must be submitted to the office before the start of the fall semester for every year that your child attends the center.

If a parent or guardian wishes to claim exemption from immunization a written statement signed by the child's parent or guardian who states, the reason for such exemption and that the child is in good health shall be submitted to the center. Families of other children in call shall be notified if a child enters the center without having received the appropriate immunizations. All names shall be kept confidential.

### **Accidents/Injury**

First aid kits are kept in each classroom and on all outside playgrounds. All non-emergency accidents will be documented by staff on an accident report. It will be given to the family to review and sign, at which the family can take a copy of the report home. Another copy will be kept in the child's file. Emergencies will be handled according to the severity of the injury. No transport will be provided by MCCC staff. If emergency medical transport is necessary. Staff will call 911 for an ambulance.

### **Allergies**

If your child has allergies, please discuss them in detail with the teacher and director. Food allergies a written description signed by the parent and doctor must be filed and updated each year. The staff of the center will take appropriate precautions. If at any time your child develops an allergy, please let us know immediately.

### **Daily Health Inspections**

For the safety and protection of the children, each classroom will follow the recommendation of the Center for Disease Control (CDC) by providing each child a health check to them entering the group. Each child will be checked for the following:

- Temperature over 100.2 degrees F

- Severe coughing
- Breathing difficulties
- Yellowish skin or eyes
- Pink eye
- Infected skin patches or a rash accompanied by a fever
- Feverish appearance
- Unusual behavior – crying more than usual, lethargy, generally feeling unwell

Families are expected to have an alternative childcare arrangement in place when children are ill. Families are expected to promptly (within 45 minutes) pick up their child from the center when any of the conditions above exist. Staff has the right to determine if a child is too sick for school.

When a child becomes ill during the school day, the staff will make every effort to reach parents. If after 30 minutes we have not been able to contact a parent, we will call the emergency contact listed in the child's file.

### **Health Consultant**

The qualifications of a health consultant may include pediatrician, pediatric nurse practitioner, and R.N. or PH. D experienced in childcare health. Our health consultant reviews changes to health policies before implementation.

### **Illness**

Our goal is to provide childcare for well children. Having ill children at the center presents the very real possibility that others can be infected. While we understand that parents need to be at work or in class, we need to enforce this policy to protect all children and staff from unnecessary exposure to communicable diseases. We follow the guidelines developed by the American Academy of Pediatrics and the American Public Health Associations as well as that outline by the Montrose County Department of Health. Parents who repeatedly fail to follow policies related to keeping children at home when they are ill maybe required to withdraw their child from the center.

### **Infection Control and Personal Hygiene**

Children are expected to arrive at school clean and ready for the day. Children are encouraged to develop desirable habits of personal hygiene, including hand washing after toileting, diapering, and before and after meals. Eating a variety of nutritious foods is also encouraged. In addition to instructing these habits, teacher will modal the behaviors.

### **Infectious Diseases**

When a communicable disease has been introduced into the center, families will be notified. The center also will report these occurrences to the state and local health departments when

required. Parents are expected to notify the center when their child is known to have been exposed to a communicable disease.

The director may determine that child who does appear to be fully recovered from an illness cannot be readmitted to the center without a statement from a physician stating that the child is able to return and participate in the activities and/or is no longer infectious.

In the case of covid-19, impetigo, lice, ringworm, pinworms, rashes, chicken pox, thrush, etc. your child must be NON-CONTAGIOUS before returning to the center. See Appendix (2) for more information on infectious disease.

### **Medial Emergencies**

When a medical emergency arises, every effort will be made to contact parents, guardians, or an emergency contact. If parents or emergency contacts cannot be reached the director or lead teacher will decide the next step and a call to 911 will be placed. An authorized representative from the center will accompany the child and remain with them until parents arrive. Our emergency information form filled out at the time of enrollment serves as consent for your child to be transported by ambulance to a local medical facility to receive care. *MCCC assumes no responsibility for the cost associated with emergency care.*

All staff receives training in CPR, first aid, fire, flood, and tornado procedures. The children practice emergency drills monthly. MCCC periodically consults with the Montrose Police Department and the Montrose Fire Protection District to further measures needed to provide a safe environment for the children.

### **Medications**

Medications will be administered to a child only when the parent and physician have completed and signed the "Permission to Administer Medication in Child Care" form. This form must accompany the medication or MCCC will not be able to administer the medication to your child.

Parents will be asked to sign a medication permission slop for each prescription given, noting time, amount, and number of days to be given. Non-prescription medication will be given on a doctor's order only. A staff member trained to administer medication will do so and note time, date, and amount given on a medication log.

### **Medication Storage**

Medication prescribed for an individual child must be kept in the original container bearing the original pharmacy label, which shoes the prescription number, date filled, doctor's name, directions for use, and child's name. Medication will be kept in a locked medication refrigerator out of the reach of children. Parents need to check expiration of medications. We reserve the right to dispose of expired medications.

### **Pandemic**

In the event of a pandemic in our area, the center may close for an undetermined amount of time to ensure less spreading of disease. MCCC will follow any requirements issued by the Department of Public Health.

### **When a Child Needs to Stay Home**

When he/she/they are displaying one of the following symptoms:

- The illness prevents the child from participating comfortably in activities as determined by the staff

- The illness results in a greater need for care than the staff of the program determine they can provide

without compromising their ability to care for other children

- Fever (temperature of 100 axillary (armpit) and behavior change or other signs and symptoms

- Diarrhea -1 case of uncontrolled/uncontained (at directors' discretion) OR 3 or more loose movements in

an 8-hour period)

- Vomiting (2 or more times in 24 hours)

- Severe stomachache that continues or increases in severity

- Rash with fever or behavioral changes

- Rash that is oozing or is an open wound

- Cold sores that are oozing

- Mouth sores with drooling

- Pink or red eyes with continuing discharge

- Blood in stools not explained by dietary changes, medication, or hard stools

- Nose with colored discharge that requires constant wiping

- Headache that will not respond to ibuprofen or acetaminophen

- Persistent cough (more than 10 days) or severe coughing spells

- Irregular, difficult, or rapid breathing

- Highly infectious condition or disease (chicken pox, diagnosed diarrhea conditions, HIB infections, hepatitis A and B, HIV with guidelines, impetigo, measles, mumps, ringworm, rubella, scabies, shingles, strep throat, tuberculosis, whooping cough).

We follow the state recommendations and guidelines for additional health concerns for infants and young toddlers. Some of these may not be listed above.

When would you need to pick up your child mid-day? If your child develops any of these symptoms at school, and/or results in a need of care that is greater than the staff can provide without compromising the health and safety of the other children, you will be contacted and asked to pick up your child immediately. In addition, a parent/guardian will be contacted if your child's symptoms prevent him/her from participating comfortably in the day's activities and/or poses a risk of spread of harmful disease to others. If you cannot be reached within one hour, we will call one of your approved contacts.

When is your child able to return to school? Your child may return to school when he or she is symptom free (Fever, vomiting, diarrhea or other) for at least 24-48 hours and without Tylenol or fever reducing medication or has been on antibiotics for the appropriate time as determined by your child's doctor. If the 24 hours falls after 9am on any given day, your child cannot return until the following day as we do not allow late drop off. If your child has been diagnosed by a doctor and is told he or she may return to school sooner than 24 hours, please provide a note from the doctor. Upon your child's arrival, the director or your child's educators will conduct a health check to ensure your child is free of fever and any other obvious symptoms.

### **Toilet Training**

Toilet training needs and schedules are individualized. The educators work with the parents to communicate about each child and ways to support their success. Personal potty devices are not permitted.

Children must be fully potty trained to enter the preschool and kindergarten programs.

### **Birthday Policy**

Birthdays are an incredibly special for young children, and we want to recognize that day. However, MCCC asks that the celebration remain low-key (NO BALLOONS PLEASE). For example, a special snack or a book donated to the class with your child's name on it. If you would like to provide a special snack for your child's birthday, please schedule with the lead teacher of your classroom. Parents are asked to check with the teachers beforehand on snack options to ensure allergies will not be a risk.

### **Child Abuse**

If your child has sustained any physical injuries (bruises, cuts, burns, etc.) please bring this to the directors or teacher's attention. The center is required by Colorado State Law to report any incidence of physical or emotional injury or neglect. All personnel at the center are mandatory reports reporters. We are required to report to the hotline of Child Protective Services when it appears that there is reasonable cause to believe that a child has been: non-accidentally physically or mentally injured, negligently treated or maltreated, or sexually abused. The law

also states that any person who is good faith makes a report or gives testimony regarding possible non-accidental injury or neglect is immune to possible civil or criminal suit.

### **Holiday Policy**

The center reflects the families enrolled. The goal of MCCC is to bring each child's culture, traditions, celebrations, and interests into our school so that each child feels accepted and gains a sense of belonging. We recognize that our families do not celebrate holidays in the same manner. We desire to remain respectful and neutral when planning activities for the children. We invite families to visit the classroom and share a family holiday tradition with family. We believe that children benefit greatly from different world views and family traditions.

### **Emergency Procedures**

MCCC has developed and maintains a safe environment for children. If an incident should occur which threatens that safety, staff will enact the Emergency Procedures Manual. Parents are encouraged to read the manual for complete understanding of procedures.

### **Information Dissemination**

All efforts will be made to provide parents with the most timely and accurate information on issues regarding program quality, as well as events and circumstances which affect the safety and welfare of their children. Forms of communication include formal letters/Memo, Paper Notes, Facebook, Class Dojo App, Phone calls/text messages.

### **Missing/Lost Children**

Staff members will notify the director immediately when it is suspected that a child may be missing. Staff will look for the child for five minutes. If the child is not located, 911 will be called. After the police have been notified, the parents will be made notified of the situation.

### **Suspicious Activity**

All staff members are trained to be observant and aware of their surroundings. Any suspicious person or activities will be reported to the director immediately.

### **Department of Human Services**

The center is maintained on a level to fulfill the requirements necessary to be fully licensed as a childcare center by the Colorado State Department of Social Services.

The below information is a notice from the Department of Human Services Division of Childcare for the state of Colorado.

Dear Parent,

Your child was recently enrolled in a childcare program that is licensed by the Colorado Department of Human Services. The license indicates that program has met the required standards for the operation of childcare facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The contact information to report child abuse is:

Montrose County Department of Health and Human Services  
1845 S. Townsend Ave.  
Montrose, Co 81401  
970-252-5000

Colorado requires childcare providers report all known or suspected cases of child abuse or neglect.

Childcare services play an important role in supporting families and strong families are the basis of a thriving community. Your child's emotional, physical, educational, and social development will be nurtured in a well-planned and run program. Remember to observe the program, especially regarding children's health and safety, equipment, and play materials, and staff. For additional information regarding licensing, or if you have any concerns about a childcare facility, please contact:

Colorado Division of Childcare  
1575 Sherman Street, First Floor  
Denver, Co 80203  
303-866-5958

### **Outdoor Activities**

Outdoor activities provide an extension of our learning environment. Except for days of excessive heat or cold all classes spend a portion of the day outside. If you feel your child is not well enough to participate in outdoor activities, they are not well enough to participate in school for that day. Please make sure your child has appropriate clothes to be comfortable in the changing weather conditions. Before children go outside teachers do a daily playground safety check. Classroom ratios are maintained outside.

### **Field Trips**

MCCC does not plan, participate, or involve the children in attendance in any field trips off site activities. Under normal circumstances, there will be no need for a child to be off-site with staff.

In emergency situations (evacuation, natural disaster, etc.) It may be necessary to escort your child off the premises for their own safety and protection. In such a case, staff would implement our written emergency plan base on the situation at hand. It would then be possible that your child would leave the premises (either on foot or by vehicle) to a nearby location with staff.

### **Technology**

Under no circumstances are children allowed to bring outside technology into the classroom such as a cell phone or tablet.

Television is not used in the classroom. Educational videos are occasionally used to enhance classroom curriculum, not to exceed 30 minutes total in any week.

### **Children's Personal Items**

Each child is assigned a cubby in their classroom. This is a place to store all items brought from home. To avoid lost items, make sure your everything is labeled in permanent marker with your child's name. Items will be labeled with a permanent marker by a staff member if not label is present.

Please bring:

Toddler Program:

- Non-Spill Sippy Cup
- Diapers and Wipes
- Pacifier if used (During nap times)
- Lunch (two healthy snacks are provided)
- Extra Change of Clothes
- Blanket
- Sweater to leave at the center
- Crib sheet for nap

Preschool Program

- Small Backpack or bag
- Water bottle
- Change of clothes
- Shoes for active play (please no flip flops)
- Blanket for nap
- Lunch (two healthy snacks are provided)
- Sweater to leave at the center
- Crib sheet for napping cot



## Kindergarten Program

- Small Backpack or bag
- Water bottle
- Change of clothes
- Pencil or Crayon box (school supplies provided)
- Shoes for active play (please no flip flops)
- Lunch (two healthy snacks are provided)
- Sweater to leave at the center

### Do not bring:

- Toys, books, stuffed animals, or other personal items
- Food or gum (other than in child's lunch)
- Money in pockets
- Cell phone or tablets

Please note, items brought to school can get lost or broken. Therefore, we ask that you not bring items that are important to you or your child.

### **Lunch and Snacks**

Two snacks are provided for your child each day, a morning snack and afternoon snack. If your child has food allergies which exclude the child from partaking in that day's snack, parents are responsible for providing a snack for their child.

The staff at MCCC encourage children to try a variety of healthy snacks each day. Your child will be given a snack each day, whether they decide to eat it or not eat it. Snack portions follow the Colorado Department of Health Guidelines for each age group.

Snack Menus are posted in the classroom, the class dojo app, or sent home with students.

### Sample snacks:

- Fruit bars with Banana
- yogurt & granola
- Granola Bars
- Applesauce
- String cheese (cut for safety)
- Crackers
- Sliced fruit or veggies
- Goldfish crackers
- Mini bagels with cream cheese

Parents are responsible for sending a nutritious lunch each day for their child. Per State guidelines, lunches must include 3 of the 5 components in their lunch

- Fruit
- Vegetables
- Grain
- Protein
- Dairy

If your child's lunch is missing a component, then the school is required by the state to provide the missing a component. The parents will be notified in this circumstance. Dessert is optional. DO NOT send any colored juices that may result in staining clothes, carpets, or floors. Clear juices are acceptable.

In the event a child forgets their lunch, the parent will be contacted immediately. If the family can not be reached the school will provide a lunch for the child. A \$5 fee will be assessed for the lunch.

Food that requires heating must be labeled with the child's name and completely prepared in a microwave safe container to be put in the microwave. Microwave items should not take longer than 60 sec. to heat.

Staff is encouraged to sit with children during mealtimes.

Items NOT allowed for lunch:

- Nuts (**Only** if allergies are present, the teacher will notify you)
- Kool aid or colored juices
- Pop/Soda
- Gatorade or energy drinks
- Caffeinated beverages
- Hard Candy
- Gum

## **Curriculum**

MCCC believes in a varied approach to curriculum and instruction. Staff will work year-round to select and/or develop curriculum which meets standards for kindergarten readiness and individual academic development. Thus, MCCC's philosophy aims to nurture each child's physical, social, emotional, and intellectual growth through:

- Providing children, the opportunity to choose from activities in the areas of literacy, math, science, art, dramatic play, blocks, manipulative, and sensory.

- Providing group learning that includes music, movement, stories, sharing, discussion, and games
- Choosing materials, activities, and games that challenge each child to continue exploring, growing, and learning at their own pace.
- Encouraging children to think, reason, question, and experiment.
- Encourage the development of social and self-help skills to create a healthy self-concept, develop independence, and promote a positive attitude toward life.

Currently the center uses curriculum developed by Experience Early Learning, The Mother Goose Curriculum.

### **Staff**

The most important component of a childcare/preschool program is its staff. MCCC is comprised of a professional team of individuals who share one common goal: the nurturing, guidance, safety, and education of young children.

Our staff is fully state-qualified and certified for Early Childhood Education by the state of Colorado.

### **Access**

Parents are permitted access at any time their child attends the center. Making an appointment is not necessary. However, we expect that you will take into consideration the children's daily schedule before interrupting activities.

### **Rest Time**

Rest time begins at approximately 1:30 p.m. and concludes at 3:00 p.m. Rest time is an essential part of our program. All children are required per state guidelines to rest on their beds for at least 20 minutes. Children who are not sleeping are given quiet activities during this time.

### **Custody**

Persons identified as parents on a child's enrollment forms will be allowed to pick up that child. If a court has issued an order limiting or restricting access of a parent to a child, a court stamped copy of such order must be submitted to the director and revised copies of emergency and registration forms must be completed before we can restrict a parents' access to them.

### **Feedback and Involvement**

We encourage parents to discuss their concerns with a teacher or director, whenever questions or problems arise. We encourage parental involvement with the center by:

- Inviting families to participate in social activities held by the center
- Inviting families to visit the center and share skills/interests with the children
- Publishing classroom newsletters that include curriculum and center news
- Providing the opportunity to participate in parent-teacher conferences

- Community events

**Release Authorization**

Children will not be allowed to leave the center with anyone other than those people listed on the emergency and registration forms. Please inform those authorized to pick up your child that identification will be required.

## APPENDICES

### **Appendix (1): Tuition and Fees**

Registration Fee: \$50

Continuation Registration Fee \$30

Annual Activity Fee \$50

#### Late Pick Up

A late pick up fee of \$5 per. 5 minutes will be charged to a child's account in the occurrence of a late pick up.

A grace period of 5 minutes will be given, beginning at 11:35 a.m./5:35 p.m. a late fee of \$5 will be imposed for every 5 minutes late.

If your child is not picked up within an hour of closing, social services will be called.

#### Returned Checks

A \$25 fee is assessed on all returned checks

#### Late fees

Payment is due the first day of each week that your child attend. Payments may be paid by dropping the payment in the tuition box at the main entrance. Tuition must be received within 7 days, or a 30% late fee will be accessed.

#### Delinquent Accounts

Delinquent accounts past 7 days will be accompanied by a letter and a 30% late fee. Accounts 14 days past due, your child will not be allowed to return to the center until paid in full.

Payment arraignments may be set up with the director if necessary.

Fees no collect by the above procedures, will be sent to a debt collection agency and proceedings will be turned over to them. A 30% fee will be assessed in these cases.

#### Missed/Sick/Vacation Days

If you child is absent from the center, payment is still required for any day(s) that your child is not in attendance. Please see Temporary Leave for extended absence.

## **Appendix (2): Infectious Diseases**

### **Coughs, Colds, Viruses:**

Children may come to school with mild symptoms and NO fever. For moderate to heavy cold symptoms even without a fever.

When to Return: Students should remain at home until they are well enough to manage a busy day.

### **Diarrhea:**

Children are too sick to attend/will be sent home if they have one case of uncontrolled/explosive diarrhea OR 3 loose or watery bowel movements in an 8-hour period. There are sometimes reasons for a change in stools, medicine, teething, some foods like certain fruits, and colds. If this is the case and your physician approves your child being at school, please provide written documentation.

When to Return: 24 hours after the last case of diarrhea

### **Fever:**

A fever is determined when the thermometer reads 100 degrees F or greater (armpit). Fevers sometimes are accompanied by a behavior change and/or other symptoms. If there is a fever and behavior change, with parental written permission, fever reducer that is supplied by the parent can be administered. If after this, the child is still exhibiting discomfort and needing more care than is possible, then he/she will need to go home. If there is a fever and other symptoms the child is too sick to attend/will be sent home and needs to be diagnosed by a physician. Documentation must be provided by the physician for phone approvals and for office visits outlining the treatment. Your child may return when the physician advises.

When to return: 24 hours after the fever has broke and no medication has been given.

Lice: The parents will be asked to treat their child(ren) according to prescribed treatments. At the center we will clean and sanitize the classroom and its contents following the suggested methods. We require that the child be treated with permethrin cream before returning to school.

When to Return: Your child's head must be nit and lice free and will be checked for nits by an educator before re-entering the classroom.

Rash: There are many undiagnosed rashes that appear on children. Most of the time they surface at the end of a virus that people have already been exposed to. Often when there is just a rash, the remedy is to leave it alone. Other times rashes are accompanied by a fever and/or a behavior change, and the child needs more care than is possible. When this happens, medical treatment is usually needed. In these cases, your child is too sick to attend/will be sent home and the parent will need to consult with a physician. Documentation must be provided by the physician for phone approvals and for office visits outlining the treatment. Your child may

return when the physician advises.

Vomit: If a child vomits a substantial amount, then your child is too sick to attend/will be sent home. This does not include spitting up, a reaction to overeating or from postnasal drip.

When to Return: 24-48 hours after the last vomit

#### Covid-19

If anyone in your household has come in contact, been exposed, or has Covid-19 your child is not allowed at school until after the proper quarantine and notice from a physician.

Documentation must be provided by the physician.

Please see CDE website for more information regarding procedures related to Covid-19.

<http://www.cde.state.co.us/safeschools>

### **Appendix (3) Confidentiality Policy**

Maintaining confidentiality about each child is legally required and must always be respect. MCCC is prohibited from disclosing information about a child's health, behavior, home situation or other personal information to another parent or third party. Staff does not discuss a particular child in from of other children or third parties.

If MCCC is seeking advice from a professional, MCCC will not refer the child by name, refer to the child as "child".

In addition, MCCC is prohibited from disclosing personal information and internal personal matters about individual staff members to parents or other third parties.

Children's records are considered confidential and will only be viewed by the following personal.

- Classroom staff
- Administrative staff
- Licensing agency
- Nurse consultant
- Accrediting body reviewers
- Public health department (medical and immunization records)
- Professional consultant (parents' permission only)

Children's record will be kept on file for a period of 3 years per state guidelines.