



Parent Handbook

CENTERS PURPOSE AND PHILOSOPHY ON EARLY CHILDHOOD EDUCATION

Active Boulder Kids' purpose is to provide high quality, healthy, safe, fun and educational environment for children to blossom in. Our philosophy is learning through play, providing children opportunities to explore their environment using age appropriate materials and projects. Our philosophy also includes learning through guidance from teacher, peers and visiting volunteers and parents. Our program encourages all areas of development and is tailored to fit the unique learning styles of each child. We believe that each child learns at their own pace and embrace the child at where they are in their developmental stage of life.

WHAT WE OFFER

- Personalized lessons made tailored to the needs of each student
- Thought provoking, creative activities that enhance all areas of development
- Active playtime
- Developmentally appropriate activities that involve all the senses
- A daily implemented curriculum that include dramatic play, art, math, science, literacy, cooking and outdoor exploration
- Educational fieldtrips
- Organic and gluten-free snack options
- Safe and caring environment for the children and their families

THE AGES OF CHILDREN ACCEPTED: 2.5 – 9 YEARS OF AGE

Programs for every child age 2.5 – 9 Years old. (Preschool 2.5 - 6 and after school 4 – 9)

- Preschool and Daycare Programs designed for children from 2.5 – 6years old, (Active Boulder Kids) early childhood education programs encourage and promote all areas of development (as listed above). Teacher modeling and the use of age-appropriate materials and activities encourage the child’s learning through active play and exploration. Small classroom sizes and caring, qualified teachers ensure that children receive guidance customized to their individual needs. Full day and half day preschool classes are offered.
- After school programs include art, free play, science, math, literacy, cooking, outdoor exploration as well as homework help if needed.
- Summer Camp is offered June through the first 2 weeks in August. Each year has different weekly themes according to the interest and age of the kids who have signed up.

REGISTRATION

The procedure includes submitting an application, paying a \$50 application fee and scheduling a family visit of the school. The parents must sign a statement that they have read and agree with the center’s policies and procedures. The application will include parent and child information, medical history, and previous schools attended and all required information needed for the child’s records. The application will be available online or can be picked up or mailed.

SPECIAL NEEDS CHILDREN

The law requires that special needs children be in a “least restrictive environment”. Reasonable effort will be made to keep disabled children with their peers in a regular education setting. We will attempt to integrate the children with their peers and to accommodate the children as best we can. We will make sure that the classroom, exits, playground and restrooms are wheelchair accessible. Provisions will be made to comfortably incorporate these children. Staff will be trained to support children with special needs. I will arrange special educators from the community to help train the staff and any volunteers. Additional funding is available to provide a good environment for disabled children. The admission of these children must be in compliance with the Americans with Disabilities Act.

The special needs children’s guardians must give the center a copy of existing individualized health care plan for the center to adopt. If they do not have an existing health care plan, they must complete and hand in one within 30 days of enrollment. The health care plan must be signed by the health care provider and include: Medication schedule, nutrition and feeding instructions, medical equipment or adaptive devices, including instructions, medical emergency instructions, and toileting and personal hygiene instructions. (Rules and Regs, 7.702.61) A statement from each child’s physician confirming that childcare is appropriate is not mandatory for preschoolers (only infants and toddlers) but may also be obtained. The guardians and health care providers must provide the center with written instructions for how to care for children with special needs. This health care plan must be updated every 12 months. The center’s childcare health provider must be informed of the children’s enrollment and give any additional training needed to the staff.

Every reasonable effort will be made to accommodate each child. They will be integrated into the class and included in all reasonable

activities. Additional training for instructing children with Down's Syndrome will be given to the teachers. We will also have training for supporting children with CP and a wheelchair friendly design of the classroom and center. With all the recourses available for accommodating children with special needs, I am sure this situation can be beneficial for everyone involved.

HOURS OF OPERATION:

Preschool classes offered 8:30-12:30 Monday through Friday

Extended Day care offered 7:30-8:30, 12:30-5:30

You are able to sign up for half day, part week and many other options.

ATTENDANCE POLICY:

Drop off and Pick up: When the parent or guardian drops a child off at the school, the child should be walked into the classroom. The classroom doors will remain closed while the children are in the room. The child will be under the teacher's supervision when the parent or guardian exits the classroom. As soon as the parent or guardian re-enters the room or gate for pick-up, the child should be supervised by the parent or guardian. The child should be signed in by the parent or guardian when the child enters the room and signed out when they leave. The parent or guardian is not to sign out the child until they have them in their custody.

While they are here Children will be actively supervised at all times and we will always know how many children we have at all times. Children must be signed in and out of our daily attendance log. We will always count children before going outside, while outside, when coming inside, while inside and before, after and during fieldtrips. We will check all gates before going outside and when coming inside and we will periodically do a name/roll call.

Releasing children to only authorized personal. Children will only be released from the center to persons for whom the center has written authorization from their parents or other legal guardian. The person must be listed on the pick-up permission form or the parent or guardian may write and sign a pick-up permission form for the needed day. The person picking up must show a valid driver's license or passport ID to identify themselves before the child may be released to their custody.

Late pick ups. The center closes at 5:30pm sharp. The parent will be **billed \$1.00 per minute** if the child remains here **after** 5:30pm. The parent should, if possible, call the center if they are running late. The staff will attempt to reach the parent/guardian on the phone after 5:30. Next the emergency contacts will be called. If the parent and listed contacts cannot be reached, the director will be notified. If the center has not communicated with the parents or emergency contacts by 6:00pm, the director will call social services and the local police and relieve the staff from duty. The director will then wait with the child for social services, the police or for the family to contact the center. At no time will the child be unsupervised. The staff will wait until parent/guardian, emergency contact, or social services takes custody of the child.

Late drop offs when class is gone. Children who arrive late to the center and their class is away, they will wait with a qualified supervisor until their class returns to the school, this may be the director or another classroom teacher/assistant. However, if the parent is willing, they may sign the child in and take the child to meet up with the class.

CLOSURES/WEATHER

Holidays:

(Active Boulder Kids) Preschool and Daycare will be closed on the following days:

- Labor Day
- The day before, during and after Thanksgiving
- The week on which Christmas day falls
- New Years Eve
- New Years Day or nearest week day if it falls on a weekend
- July 4th or Legal Holiday if it falls on a weekend
- Memorial Day
- 1 week in August (1st or 2nd week in August)

Weather ABK will follow Boulder Valley School District's weather related closings. If Boulder Valley Schools are closed due to snow or other weather related problems we will close. During the winter months, bring appropriate clothes for outdoor activities. We will attempt to go outside everyday that the temperature is above 18 degrees Fahrenheit. Bring extra shoes for inside use as we have a shoes-on at all times policy. We will take the wind chill factor into consideration. During the summer months Active Boulder Kids Preschool and Daycare may keep the children inside on excessively hot weather days. If we are outside we will keep the children hydrated and as cool as possible.

DISCIPLINE POLICY

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At **ACTIVE BOULDER KIDS** we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

According to licensing rules for child care centers in the state of COLORADO:

- (a) Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.
- (b) Discipline shall be reasonable, appropriate, and in terms the children can understand.
- (c) Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
- (d) Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- (e) Punishment shall not be related to food, rest or toileting.
- (f) Spanking or any other type of corporal punishment is prohibited. ("Corporal punishment" is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
- 2) **"Quiet time" or "think time" within their area**
 - A) If a problem still exists, the child is then removed from the situation
 - B) One minute per year of age, no more than three minutes after the child has regained control or composure.
 - C) "Quiet time" or "think time" shall be defined as an area away from the group or activity yet within their area.
 - D) The child will be allowed to return to the group as soon as possible.
 - E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - F) If redirection and "Quiet time" /"think time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
 - G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives
- 3) **"Quiet time" or "think time" away from the group**
 - A) If the child continues in the inappropriate behavior
 - B) And/or the "Quiet time" /"think time" with-in the area becomes either inappropriate or ineffective
- 4) **Behavior Report**
 - A) If the child's behavior continues to be inappropriate
 - B) OR the severity denotes an un-resolved problem.
- 5) **Behavior Intervention Meeting**
 - A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
 - B) Those in attendance will be the parents, the child's lead teacher, and This may be called by any of the individuals listed above.
- 6) **Sending a child home**
 - A) When the child becomes out of control
 - B) And/or when the child fails to respond to the measures taken by the **Active Boulder Kids Team**
 - C) This is at the discretion of the teacher
- 7) **Suspension**

- A) Three written behavioral reports within a nine week period constitute the child's being suspended from the child care program for one week.
- B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and the director will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
- C) Fees will still be paid for this week to retain the child's space in the **Active Boulder Kids** program.
- D) If the child does continue in the program and does receive a fourth behavioral report within a 30 day period, termination of services may occur.

8) Termination of services

- A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare
- B) Termination may be effective immediately after consulting the most senior Leadership Team member present
- C) The parent or guardian will be notified.
- D) The Center considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

Parent compliance, ABK expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

MEDICAL AND INJURY

Storing and administering medication Prescription and over-the-counter medications can only be administered with the written order of a person with prescriptive authority and a written consent by the parent. All medication must be kept in the original labeled container with the child's name. Only staff designated by the director that have completed the medication administration training and have current first aid and universal precautions trainings may administer the medication. Medication must be stored in a clean locked area that is inaccessible to children. We will store medicine that must be refrigerated in a separate refrigerator than we store our snack. (in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act")

Diapering and Toilet Training Children attending Active Boulder Kids Preschool (that do not have special needs in this area) are expected to have achieved a level of toilet training prior to admission. Children must all try to go to the bathroom before going outside in the am and pm, and before and after nap. Children will be reminded to use the bathroom throughout the day.

Biting Policy Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child's incapacity to communicate. Children may become upset by a new experience, and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs. The goal of our policy is to replace the child's undesirable behavior with more effective way of communication and to ensure the health and safety of everyone in our program. The following is a plan of our pre-emptive strategies:

- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at school. However in order to protect the privacy of all our families, parents will not be informed of the biter.
- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.
- A child that bites another child and breaks the skin will not be sent home, but both parents will be notified and medical treatment given for injured child.
- In the case of one child biting another child, both children's parents or guardians will be called and an accident report will be filed out and filled. The bitten child will have to seek medical attention

In order to ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to remove the biting child from the program.

ILLNESS, ACCIDENTS, AND INJURIES

When a Child Should be Sent Home or Denied Admission to the center due to Health Reasons:

- A child that becomes ill during the day will remain under supervision of caregivers in a secluded, quiet, and comfortable area until the parents or guardians arrive.
- A child that is running a temperature of 99.5 but is active and alert and doesn't show any other symptoms will not be sent home.
- A fever alone is not a reason to exclude children

- A child that has a temperature of 101 but face is flushed, and the child is crying and seems uncomfortable will be sent home.
- Persistent crying, lethargy, irritability, trouble breathing, or any other signs of possible severe illness is a reason to send home or deny admission of child.
- A child that has had two incidents of diarrhea will be sent home
- Diarrhea that is not diaper contained or diarrhea with signs of illness is a reason to send home or deny admission of child.
- Children with infectious diarrhea will not be able to attend school until diarrhea resolves and two stool cultures are negative.
- A child that is crying and tugging at his ear but has no fever will be sent home.
- A child that cannot comfortably participate in center activities due to illness will be sent home or denied admission.
- A child that falls and has a gash that seems deep and is bleeding will be sent home or to the hospital.
- First aide treatment will be administered by the staff in case of any accidental injuries and the appropriate party will be called. (Parents and guardians always and the paramedics if necessary.)
- Children with Chicken Pox, Conjunctivitis, Head lice, Strep Throat, Hepatitis A, Herpes, Pertussis, Mumps, Measles, Impetigo, Ringworm, Scabies, Roseola, Upper respiratory complications, and vaccine preventable diseases, will be sent home or denied admission to the center until they are fully recovered, or in some situations, medical treatment has started and exclusion is no longer necessary.

Parents will be called first if a child needs to go home. If the parents cannot be reached the child's emergency contact will be called.

We accept children that have not been fully immunized.

EMERGENCIES

FIRE EVACUATION PROCEDURE: There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in your room or as directed by the police, if the weather is too bad for the children to be outside, they will go to the designated evacuation site, Eisenhower Elementary School. Teachers take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents.

TORNADO PROCEDURE: Seek shelter right away. Get inside and stay inside. Children will be evacuated according to the diagram posted in the classroom or as directed by the police. They are to go to the hallway between rooms 4 and 10 and close classroom doors and stay away from windows and doors. Listen to official updates on the radio

LOST CHILD PROCEDURE: The teacher is to alert the director for assistance with the search while the other staff/team members stay with the other children. If the child is not found, we contact the parent and then the police. We then proceed as directed by the police.

FIELD TRIP

We are interested in all areas of growth and development in our students. Due to this fact, field trips are an important part of meeting this goal. It is the target and goal of each class (ages 2 and above) to go on one such outing per month. These are to be learning experiences as well as trips for enjoyment and change of pace. The following criteria are applied to create uniformity and structure as well as to insure the safety of our students.

I. Permission Slips

Each field trip taken will have a permission form for parents to sign 1 week before attending the field trip.

II. Ratios

We maintain the State of Colorado ratio requirements on field trips and in our classrooms. Parents may be asked to volunteer to assist in smaller student teacher ratios when we are away from school.

III. Containment Areas

In some limited types of field trip outings, it may be advantageous to set up a "zone-defense" type of containment area rather than to continue "man to man" ratio style containment. "Zone-defense" is defined as a pre-determined area which each teacher will be responsible for. We use a team concept, where the teachers are responsible to set up a containment area. The lead teacher is required to assign "zone-defense" positions to ensure the children are thoroughly watched. The lead teacher will decide which system will provide adequate safety for the children. Head counts will be given before leaving the site.

IV. Emergency Plans

In case of an emergency while on your field trip:

- A. Make sure that all of the children are kept together in a safe place. Make sure you take a head count and that all of the children are kept calm.
- B. Use your cell phone or radio to contact the center, and then 911 if necessary. Also contact the child(ren)'s parent if necessary.
- C. Follow the directions given to you by either the most senior supervisor on duty at the center or 911.

V. **Parental/Volunteer help**

All parents or volunteers must be screened according to the process outlined in the Visitor Policy.

VI. **Expenses**

All field trips should be kept to a minimal expense. Parents will cover the expense of their child attending the field trip. ABK will round up to the nearest dollar to defer the cost of teachers and parent volunteers.

VII. **Leaving the Building**

The office will know when a class is gone and when they will get back. We will have a first aid kit as well as a cell phone number in which the director or parent may get a hold of the teacher. If the field trip takes place outside (specially during the summer) the child must bring water, sunscreen and snack or lunch if the class is gone during meal time.

FIELD TRIP DRIVING

If the children go on a field trip, parents will drive or give consent to have their child ride with staff or another parent with a valid driver's license.

Fieldtrip drivers will submit the following information:

- Copy of driver's license
- Vehicle/Driver Information Form
 - ✓ Person's name Date of birth
 - ✓ Driver's license number
 - ✓ State that issued license
 - ✓ Expiration date
 - ✓ Social Security number
 - ✓ Driver's Insurance

VEHICLE SAFETY

- All children must be in a size appropriate child's safety seat.
- Children must remain seated and facing forward.
- Know location of emergency exits and how to operate them.
- Drivers must possess a current state required driver's license.
- Lock all doors when vehicle is moving.
- Children and adults may not eat, drink or smoke in vehicle.
- Children must always be supervised in the vehicle.
- Refer to all state regulations regarding the transportation of children.
- Discipline guidelines should be followed by drivers.
- Drivers must get out of the van/car to open and close the door.
- Drivers must notify director of all traffic violations tickets received on and off the job.
- The safety of the children should be paramount in all driving decisions, and driving over the speed limit will not be tolerated.
- A vehicle first-aid kit should be kept in each vehicle.
- Another staff member must take attendance of all children who arrive at the center on the vehicle to ensure that all scheduled children are at the center.
- Drivers and/or a staff member must ensure that all children are off the vehicle before locking parked vehicle.
- Lock all windows and doors when exiting vehicle.

Emergency Procedure: If children must be removed from or contained to vehicle, make sure that all of the children are kept together in a safe place. Make sure you take a head count and that all of the children are kept calm. Use your cell phone or radio to contact the center, and then 911 if necessary. Also contact the child(ren)'s parent if necessary. Follow the directions given to you by either the most senior supervisor on duty at the center or 911.

SPECIAL ACTIVITIES

Television and video viewing is limited to educational programs and occasional rated G movies or 30 minute video when previously scheduled and approved by director. No more than 1 movie and 2 educational programs per week will be approved.

Special activities must be scheduled at least one week in advance and must be approved by the director and parents of the children participating.

PERSONAL BELONGINGS

Children are strongly advised not to bring money or valuable personal belongings to the center. The center is not liable under any circumstances for any damages, including any incidental or consequential damages or loss of property. We operate under a "bring at your own risk" rule and will not reimburse or take any responsibility for any lost or damaged personal belongings and/or money.

MEALS AND SNACK

Nutritious snacks and meals (lunch brought from home) will be served at the appropriate intervals. Morning snack will be served between 9:00 and 9:30 every morning. Lunch will be served between 11:30 and 12:00, an afternoon snack will be served at 3:00pm.

Age and appetite appropriate servings will be offered and sufficient time will be allowed to eat.

The center will have food available if the food from home (lunch) does not appear to meet one-third of the child's daily nutritional needs.

The center's staff will encourage the children to try a variety of foods and will sit with the children and engage them in conversation.

All food provided and prepared by the center will be from sources approved by the local health department or the State Department of Public Health and Environment.

Menus will be planned at least one week in advance and stored for 6 months after use. Records will be available for review and evaluation.

VISITORS

Visitors must sign in and out in the entry area, including date, time, full name and reason for the visit. We require all visitors to show identification. School tours should be scheduled in advance and unscheduled visits may be denied entry. Visitors must be accompanied by a team member (staff: teacher, assistant, sub, assistant director or director.) Parents of enrolled children are welcome to visit their child at anytime as long as it does not negatively disrupt the class or child. If the child's daily routine becomes negatively affected by visits we may ask the parent to not visit during school hours.

QUESTIONS/COMMENTS/CONCERNS

Communication We have an open communication policy between teachers and parents. Daily updates are given. Parents may request a time to meet with a teacher throughout the year. These meetings may be scheduled at any time.

Filing a Complaint Any complaints regarding suspected licensing violations at this or any other licensed childcare center should be reported to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO. (303-866-5958) Any complaint of suspected child abuse or neglect should be reported to the County Department of Human Services. Boulder County Social Services number is: 303-441-1000.

Reporting Child Abuse All staff members are required to read and sign a statement defining child abuse and neglect pursuant to state law and explaining the staff's personal responsibility to report all incidents of child abuse or neglect according to state law. Every staff member, who in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services and the local police. Reporting child abuse is mandatory to Boulder County Social Services (303-441-1000) and to the local police.

Disenrollment A parent or guardian may withdraw his/her child from the preschool program at any time. Refunds are subject to a service charge.

A child may be removed from the childcare program by the center as a last resort after following the appropriate disciplinary actions for the situation. The director will notify the parents directly if their child is to be removed from the program. A letter of explanation will also be sent to the parent and copied to the child's folder.

Contact Information

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