



# **Parent Handbook of Policies and Procedures**



- A. Purpose and Philosophy:** Creative Avenues Preschool and Learning Center (CAPLC) will help begin children’s learning journey in our special arts-integrated preschool and learning center. Through rich and varied experiences with the arts in combination with a sound preschool education, children grow in both self-esteem and intellectual ability. Our curriculum is designed to inspire and stimulate young minds through play-based and process-based experiences such as drawing, painting, dance, music, and theatrical creative play along with traditional academic content. Qualified, dedicated teachers provide meaningful and engaging learning opportunities through our unique interdisciplinary arts curriculum. Creative Avenues Learning Center fosters community and encourages each child’s individual style of creative expression. We strongly believe that arts education is fundamental to the development of a healthy, happy, and engaged mind.
- B. Ages of Children Accepted:** CAPLC accepts children ages 2.5 – 6 for the “preschool” program and school-aged children through age 12 during school’s out days (this program follows the traditional MCVSD #51 calendar)
- C. Hours of Operation:** the center is open from 7:30 – 5:15 p.m. Monday through Friday; we will be closed on major holidays and notice will be given in advance. Morning half-day session is 7:30 a.m. – 12:30 p.m. and afternoon half-day session is 12:15 – 5:15 p.m.
- D. Inclement Weather:** CAPLC values the learning opportunities of outside play and will include daily outdoor play unless the temperature is below 20 degrees or above 100 degrees; parents must send students with a coat each day whenever the temperature is below 60 degrees
- E. Admission and Registration:** CAPLC welcomes children from all racial, ethnic, and cultural backgrounds. Priority is given to returning students and siblings. New students will be accepted according to date of application. Students must be potty-trained and families must submit a complete enrollment packet. Enrollment in the program will be at the discretion of the Center based upon the best interest of the child, the expectation that he/she will benefit from the program and the welfare of other children enrolled. Enrollment shall be made without regard to race, creed, sex, religion, or national origin.
- F. Itemized Fee Schedule:** Full day students \$30 per day; half day \$22 per day (minimum of two half days)
- G. Student Identification and Supervision:** All teachers share responsibility of knowing where each child is at all times, including outside time and bathroom time.
- H. Guidance and Positive Instruction/Behavior/Discipline:** We strive to help students and staff learn what it means to be guided in a creative and positive way. Positive behaviors will be modeled for students and any deviations from expectations will be addressed with students and parents as needed. Staff will provide a “komfort korner” for students along with a standard philosophy of “we keep ourselves safe; we keep our friends safe; we keep our things safe”. If a child’s presence would pose a direct threat to the health and safety of others they may be denied enrollment or removed immediately. Students which need special care will be evaluated on an individual basis.
- I. Illness, Accidents, and Injuries:** CAPLC values health and safety of all students. If a child is ill, is unable to participate in school activities, has a fever above 100.5 degrees F within the past 24 hours, is vomiting, has ongoing case of diarrhea, or shows evidence of communicable disease, they will not be allowed to attend and

alternative care should be arranged. Children need to be symptom free for at least 24 hours before returning to the center. If a child exhibits such symptoms while at the Center, parents and/or guardians will be contacted for immediate pickup. Until pickup they will be placed in designated "ill child" area. Accidents and Injuries will be assessed for severity and treated under first aid guidelines. Parents and/or emergency contacts will be notified if necessary and staff will complete by staff. If medical treatment is required outside the center, a report will be made to the CDHS as required. PLEASE NOTE: if a child is at school they will be expected to participate in all activities, including outdoor play – if they are healthy enough to be at school they need to be healthy enough to play outside!

**J. Emergency Evacuation:** please see attached Emergency Evacuation Plan

**K. Transportation:** CAPLC does not provide transportation for students

**L. Field Trips and Media:** CAPLC will offer walking field trips occasionally with appropriate supervision by all staff and teachers. These special trips will be arranged in advanced and permission slips will be sent home to parents. Use of video and technology will be used occasionally for educational enrichment – all technology will be age-appropriate and used videos are used for teaching purposes special occasions, and during inclement weather.

**M. Children's Vehicle Transport:** not applicable

**N. Release of Children:** Authorized persons must sign children in and out each day on the designated sheets. Parents must provide a list of persons authorized to take a child from the Center. Any persons unknown to staff will be required to show identification. Temporary authorization of someone not on the official list must be made in writing by the parent or guardian.

**O. Late Pick Up of Children:** Children must be picked up by the designated ending time of the program in which they are enrolled. Late pick up will result in a fee of \$5.00 for every 5 minutes (per child) and will be due within 2 business days. In the event that a child remains at the center 30 minutes or more past the ending time, and the Center is unable to contact parents/guardians/designees, the Center may contact appropriate governmental authorities. A staff member will remain at the Center until all students have been picked up and signed out for the day.

**P. Late Arrival:** Students who arrive late will be directed to join students in the activity their class is currently involved in when they arrive. In the unlikely event that their class is away from the center and staff members are present they will supervise the child until the class returns.

**Q. Medication:** Medication will be stored inaccessible to students and according to required guidelines. Parents/guardians must fill out a "medication administration" form if medication needs to be administered to their child. Administration of such medication will be delegated by the Nurse Consultant and will be reviewed on a regular basis. It is the parent or guardian's responsibility to furnish the medication and the parent or guardian must agree to pick up any expired or unused medication within one week of notification by staff. Prescription medications must come in a container labeled with child's name, name of medicine, time medicine is to be given, dosage, and date medicine is to be stopped, and the licensed health care providers name. The pharmacy name and phone number must also be included on the label. Over the counter medication must be labeled with the child's name. Dosage must match the signed health care provider authorization and medicine must be packaged in its original container.

- R. Children's Belongings:** Each child will be given a cubicle in which to keep their personal belongings while in class such as hats, backpacks, gloves, coats, etc.
- S. Meals and Snacks:** CAPLC will provide morning and afternoon snacks to enrolled students. Parents and guardians will be responsible for providing lunch for their child using the USDA guidelines.
- T. Diapers and Toilet Training:** CAPLC only accepts students who are fully potty trained for their programs.
- U. Visitors:** The Center encourages parents and guardians to visit the center at any time and other visitors are also welcome. All visitors must sign the Visitor Check-In Sheet and provide at least one form of identification. Prior notification of "special visitors" such as grandparents, siblings, etc. is appreciated.
- V. Parent/Teacher Conferences:** CAPLC will offer conferences at various times throughout the year to discuss each child's learning and growth. Parents are encouraged to contact teachers at any time with questions, concerns, and suggestions or to request additional conferences regarding their student's progress.
- W. Complaints:** To file a complaint please contact  
The Colorado Department of Human Services, Division of Child Care  
1575 Sherman Street  
Denver, CO 80203
- X. Reporting Child Abuse:** To report suspected child abuse please contact the Mesa County Department of Human Services at (970) 248-7113
- Y. Withdraw/Ending Services:** Parents wishing to discontinue services must inform the Center IN WRITING at least 15 days prior to the next tuition due date. There will be no refund for unused portions of the monthly tuition if a child is withdrawn during the middle of a month and parents/guardians are responsible for ongoing tuition until the Center receives this notification.
- Z. Discontinuing Services Due to Behavior:** Creative Avenues Learning Center may dis-enroll any child whose behavior causes them to be a direct threat to the safety of other children and/or staff members, whose needs the organization is unequipped to handle, or whose parents do not abide by the policies of the Center. Incidents will be documented by staff and the Center will make every effort to resolve issues through direct contact with parents/guardians prior to dis-enrolling them from the program.

**Useful forms are attached if you need to update your child's information and/or records**



## Emergency Evacuation Plan

In the event of a fire or other situation that requires the evacuation of the facility staff will:

- Retrieve necessary emergency items including, but not limited to, student daily schedules, parent emergency numbers, medications for students, etc.
- Shut doors and windows if time allows
- Maintain a count of students present at all times. Staff will do a head count and, if all students are present, all will proceed to the exit. If a student is in the bathroom, one staff member will gather the student while other staff/director guide students to the nearest exit.
- Students and staff will calmly and quickly walk to evacuate through an emergency exit and proceed to the designated assembly area. Once they have arrived another head count will be taken to ensure all students and staff are out of the building.
- Once safely away from the building, if they have not been informed already via the emergency security button, staff will contact the Fire Department.
- The Director, or designee, will determine if parents should be contacted to pick up students. The decision will be based on recommendation of the Fire Department, expected time out of the Center, and nature of the emergency.

In the event of a child with special needs, an individual plan will be developed with parents and the nurse consultant, if necessary, to address an emergency plan situation for the individual child.

If necessary, staff will take students to the designated Assembly Area below for parent pick-up/reuniting with students:

Two-Way Communications, Inc. (Kenwood)  
2511 Belford Avenue  
Grand Junction, CO 81501  
(970) 243-9823



## Authorization Request for Alternate Child Pick-Up

Child's Name: .....

Date of Alternate Person Pick-Up: ..... Approximate Time: .....

Who Will Pick Up Child:

- Name: .....
- Address: .....
- Phone Number: .....

Parent/Guardian Signature: .....

Date of Request: .....

CAPLC Staff Receiving Form Signature: .....

\*Please Note: this is a one-time authorization and this person will NOT be added to your current list of approved persons for pick-up unless you specify as such; person listed above will be required to show Identification



Time Child Was Picked Up: .....

Picked Up By: .....

Identification Verified: YES NO

Signature of Person Picking Up: .....

CAPLC Staff Signature: .....



**Medication Administration at Creative Avenues Preschool and Learning Center**

**\*NOTE: each required medication MUST have its own form and MUST be completed by your physician; each form will be reviewed by our Nurse Consultant and a designee will be assigned for medication administration**

The parents or guardians of ..... ask that the staff give the following medication

Name of medication: .....

Dosages (amount and times): .....

to my child, according to the Health Care Provider’s signature on the lower part of this form.

- The Center agrees to administer the medication prescribed by a licensed health care provider. It is the parent or guardian’s responsibility to furnish the medication.
- The parent or guardian agree to pick up any expired or unused medication within one week of notification by staff
- Prescription medications must come in a container labeled with child’s name, name of medicine, time medicine is to be given, dosage, and date medicine is to be stopped, and the licensed health care providers name. The pharmacy name and phone number must also be included on the label.
- Over the counter medication must be labeled with the child’s name. Dosage must match the signed health care provider authorization and medicine must be packaged in its original container.

By signing this document, I give permission for my child’s health care provider to share information about the administration of this medication with the staff delegated to administer medications.

.....  
Parent/Guardian Signature

Date

**Health Care Provider Authorization to Administer Medications**

Child’s Name ..... Date of Birth .....

Medication .....

Dosage ..... Route .....

Time of day medication is to be given .....

Starting Date ..... Ending Date .....

Anticipated number of days medication needed to be given by the Center .....

Purpose of medication and Possible Side Effects:

Signature of Health Care Provider with Prescriptive Authority .....

License Number ..... Phone ..... Date .....

## Lunches and Snacks

Creative Avenues Learning Center will provide morning and afternoon snacks to all enrolled students unless allergies prohibit us from doing so – in which case parents would be asked to provide snacks for their student. Parents or guardians are expected to bring a lunch for their child each day. \*PLEASE NOTE: due to possible allergies students will not be allowed to share lunches.

The following guidelines should be helpful in deciding what to send with your child (following the USDA child meal pattern requirements) – we also have some great resource packets available with fun and healthy recipes that are easy to make for your child (just ask us for one)! ☺



United States Department of Agriculture

## NEW Child and Adult Care Food Program Meal Patterns

### Child and Adult Meals



USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the new child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input. CACFP centers and day care homes must comply with the new meal patterns by October 1, 2017.

#### Children (Age 1 through 12)

<b>BREAKFAST</b>
Milk, fluid
Juice (fruit or vegetable), or fruit(s) or vegetable(s)
Grain/Bread
<b>LUNCH/SUPPER</b>
Milk, fluid
Meat or meat alternate
Vegetable and/or fruit (at least two)
Grain/Bread

For more information visit: <http://www.fns.usda.gov/cacfp/meals-and-snacks>