



# Teaching Tree

Early Childhood Learning Center

## Parent Handbook

### **Fort Collins**

424 Pine Street

Fort Collins, CO 80524

970-493-2628

*Colorado Shines*

*Quality Rating Level 4*

### **Loveland**

2109 Maple Drive

Loveland, CO 80538

970-667-7240

*Colorado Shines*

*Quality Rating Level 5*

## TEACHING TREE EARLY CHILDHOOD LEARNING CENTER

### PHILOSOPHY AND MISSION

Teaching Tree Early Childhood Learning Center provides quality and affordable early childhood care for families of all socio-economic and cultural backgrounds. We believe our children are our future and that the growth of each child must be considered on an individual basis. We believe in supporting families and strengthening our community by providing a safe, nurturing and supportive education for our children. Teaching Tree is a not-for-profit organization governed by a Board of Directors.

The philosophy of Teaching Tree Early Childhood Learning Center is to provide a stimulating environment for children and to help each child develop his or her own skills according to their individual capabilities. We believe that children learn and grow best in an atmosphere of mutual respect and trust and when they are actively engaged in their environment. We strive to provide a wide range of hands-on activities throughout the day that will contribute to all areas of their growth and development.

**PHYSICAL DEVELOPMENT:** will be guided through the use of movement and music activities, finger plays, toys designed to increase small motor skills, art media, and outdoor activities large motor skills.

**EMOTIONAL DEVELOPMENT:** will be guided through experiences in group activities, opportunities to express ideas creatively through a variety of media, a feeling of security and trust, and a sense of belonging.

**SOCIAL DEVELOPMENT:** will be provided through experiences in sharing, playing, singing, conversing, and working happily with others. The teachers will set an example of impartial fairness.

**COGNITIVE DEVELOPMENT:** will be guided through the use of challenging problem solving situations and activities, language and literature activities, pre-math, and pre-reading game, and science activities.

### DID YOU KNOW?

It costs less to send a child to college at CSU than to put an infant into a licensed child care center.

Because of our mission, we strive to ensure that half of the children enrolled at Teaching Tree are from families that would otherwise not afford high-quality care. We believe that poverty and the numerous related risk factors, including food insecurity, single-parent families, and exposure to toxic stress, should not be a barrier to the excellent early care and education. We celebrate the racial/ethnic and economic diversity in our classrooms. In fact, research shows

that diversity in early care and education programs yields better community-level outcomes for all.

Children without access to quality care can be:

- 18 months behind their peers when starting school.
- 25% more likely to drop out of school
- 70% more likely to be convicted of a violent crime

In addition, children without access to quality care and education are less likely to read at grade level by 4th grade. This is an important indicator of future success, as this is the time when children transition from learning to read, to reading to learn. Children behind at this point tend to remain behind their peers academically.

### HOW TEACHING TREE MAKES AN IMPACT

Teaching Tree provides affordable quality care and early learning experiences that will help children learn to overcome adversity, increase their resiliency, and enter school with the skills to learn.

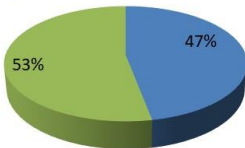
### WHAT DOES IT MEAN TO BE AFFORDABLE?

## Sliding fee matters

Single parent making \$18.30 per hour

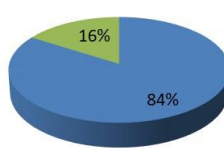
#### Full Pay Tuition

- Total Income \$38,116
- Full Pay Infant Childcare \$17,940



#### Sliding Fee Tuition

- Total Income \$38,116
- Sliding Fee Infant Childcare \$6,240



*If you are interested in applying for sliding fee, please contact the director.*

## HOW TO HELP TEACHING TREE PROVIDE AFFORDABLE CARE

**Donate-** on Colorado Gives Day the first Tuesday in December.

**Attend-** Little Plates for Little People annual fundraising event

**Volunteer-** we have a variety of volunteer opportunities.

**Advocate-** tell your family and friends about Teaching Tree and the great work that happens here.

## COMMUNICATIONS

The administration uses email as the main form of communication. If you do not have an email address please notify the office to receive printed communications.

## ADMISSION INFORMATION

CHILDREN ENROLLED IN TEACHING TREE EARLY CHILDHOOD LEARNING CENTER:

1. Must be at least 6 weeks old (Fort Collins) or 12 months and walking (Loveland)- 5 years. School age programs, ages 5-13, may be offered for non-school days or summer depending on enrollment.
2. Must be in good health and ready for the type of group experience that the school has to offer.
3. Must have all registration forms filled out and on file.

These forms include the physical form and immunization records, federal food forms, and emergency contact information.

EACH FAMILY WILL BE PROVIDED WITH A PARENT HANDBOOK WHICH INCLUDES:

1. financial information and procedures
2. available services
3. the policies of the center

If you require materials in a language other than English, Teaching Tree offers forms in Spanish and will utilize Google Translator for other languages.

## INCLUSION OF SPECIAL NEEDS CHILDREN

Teaching Tree Early Childhood Learning Center maintains an open enrollment policy. The center will accommodate any child who meets the enrollment criteria (age, current physical, available opening, etc.).

## **TITLE VI NONDISCRIMINATION POLICY**

In providing services to clients Teaching Tree Early Childhood Learning Center does not discriminate on the basis of race, color, religion, gender, national origin, age, physical disability, or any other characteristic protected by law.

Teaching Tree will comply with all federal and state laws concerning the provision of services to people with disabilities and will act in accordance with regulations and guidance issued by Title VI. Furthermore, Teaching Tree will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Clients or employees with questions or concerns about any type of discrimination they believe they have experienced with regard to Teaching Tree's services and practices are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

## **AMERICANS WITH DISABILITIES ACT POLICY**

Teaching Tree Early Childhood Learning Center is committed to assuring full compliance with the Americans with Disabilities Act. With regard to enrollment and services provided, Teaching Tree will not discriminate against client families on the basis of race, creed, color, religious belief, sex, age, national origin, ancestry, disability, gender (including gender identity and expression), sexual orientation, veteran status or other non-merit factors in programs or activities which receive federal financial assistance.

Teaching Tree will make reasonable accommodations for people in accordance with the Americans with Disabilities Act. Upon request, Teaching Tree will provide appropriate alternate means of communications in alternate languages or means for people who have speech, hearing, or vision impairments. The ADA does not require Teaching Tree to take any action that would impose an undue financial or administration burden.

If you feel you have been discriminated against please see our grievance policy for the appropriate action to take.

## **ENROLLMENT**

To enroll your child, a \$100 nonrefundable registration fee and a signed copy of the following forms are required: enrollment form, emergency authorization,

registration contract, financial contract, physical form, food form and immunization form.

The office must be informed of any changes, phone numbers, and addresses.

Your child is being enrolled for a specific schedule and the contract is made according to that schedule. Tuition is charged weekly with your elected form of payment as indicated on your Method of Payment Agreement.

### **HOLIDAYS**

The center will close at 4:00 p.m., on Christmas Eve and New Year's Eve. The center is closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. If a holiday falls on a Saturday it will be observed on Friday. If it falls on a Sunday it will be observed on the following Monday.

### **PROFESSIONAL DEVELOPMENT DAYS**

Teaching will offer two professional development days for staff per year: ● April 16<sup>th</sup> ● August 13<sup>th</sup>. These days will be charged at a regular rate.

### **VACATION AND SICK DAYS**

Vacation and sick days are allowed each calendar year according to your contract. You are allowed one day a year per number of days each week that your child attends. For example, if your child attends three full days a week then you are allowed three full days of vacation/sick credit per year. If your child attends two half days a week then you are allowed two half days each year for vacation credit. Any absences beyond the allotted will be charged at the child's tuition rate. (see financial contract.)

If you are uncertain about vacation/sick credit days please check in the office. YOU MUST NOTIFY THE OFFICE IN WRITING IF YOU PLAN TO USE A VACATION/SICK DAY, OTHERWISE NO CREDIT ON YOUR TUITION WILL BE GIVEN.

You must give us a 2 week written notice if your child will be leaving Teaching Tree. If proper notice is not given you will be charged two full week's tuition beyond your child's last day of attendance.

### **WITHDRAWAL, SUSPENSION, EXPULSION**

It is the policy of Teaching Tree to work with families to ensure the success of their child(ren) while enrolled in our programs. However, we recognize that there are times when we are unable to meet the needs of families or when it is not appropriate for their child(ren) to remain enrolled in our program. If for any reason you need to withdraw your child from Teaching Tree, we request a 2 week

notice prior to the disenrollment of your child. There are also times when a child is not adjusting well to our program. In the event that our care is not a good fit for your child and your family, we may request that you withdraw your child from our program.

Teaching Tree reserves the right to terminate a child's enrollment at any time and for any reason, including, but not limited to the following:

- Delinquent accounts
- Continuous and irresolvable behavior problems of a child
- Violation of center policies as outlined in the Parent Handbook and addendums

Our staff are well trained and work hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff is not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify the parent and schedule a parent teacher conference and work with the family to develop a plan of action. During that time, if the child is a danger to themselves or other children, we may choose to send your child home for the day. Once the child returns to our program, if the child is still a danger then we will determine if we are able to continue to care for your child. Please refer to our detailed guidance/behavior policy for more information regarding the steps that are taken regarding children displaying challenging behavior. It is only as a very last resort that we remove your child from our care.

Teaching Tree Early Childhood Learning Center maintains an environment that is free of harassment, verbal and physical, for children, staff, volunteers, and clients. Any person violating this policy will be asked to leave and will be subject to dismissal or disenrollment.

No child will be disenrolled from Teaching Tree Early Childhood Learning Center on the basis of sex, race, color, religion, ability, national origin, or ancestry.

**NON-COMPLIANCE WITH ANY OF THE POLICIES OUTLINED IN THE PARENT HANDBOOK IS GROUNDS FOR DISENROLLMENT OF A CHILD. IT IS THE POLICY OF TEACHING TREE EARLY CHILDHOOD LEARNING CENTER TO INFORM PARENTS/GUARDIANS OF CONCERNS AS THEY OCCUR AND TO PROVIDE THE OPPORTUNITY FOR RESOLUTION OF AN ISSUE PRIOR TO DISENROLLMENT. THE EXCEPTION WOULD BE SITUATIONS WHICH WOULD PUT STAFF, VOLUNTEERS, OR CHILDREN IN DANGER**

## FEES AND TUITION

A nonrefundable registration fee of \$100.00 per family is due at enrollment. Annual registration fees are charged in September at the beginning of each new school year. Registration fees for the families that have already paid fees in that same calendar year will be waived. A \$100 nonrefundable deposit will be required to hold a spot for our summer program (Pine only) or fall programs if not currently enrolled. Once your child starts the \$100 will be applied towards their registration fee. This fee will not be returned if you choose not to start. When more than one child from the same family is enrolled, a reduction of 10% will be allowed for each additional child's tuition. The discount will be deducted from the lower tuition rate. Rate increases happen annually. Tuition payments may be set up weekly, biweekly or monthly.

Teaching Tree uses Tuition Express as part of the Procure Software system to manage our center –More information is available at [TuitionExpress.com](http://TuitionExpress.com).

We offer the following Tuition Express payments options: • Automated Credit Card Transactions • Point of Sale Credit Card Transactions • Credit Card Transactions at Check-In • Online Payments • Automated ACH Transactions

### Infant ages 6 weeks-12 months (Pine Only)

5 full days - \$372.00	5 half days - \$227.00
4 full days - \$308.00	4 half days - \$187.00
3 full days - \$235.00	3 half days - \$145.00
2 full days - \$164.00	2 half days - \$98.00

### Toddler ages 1-2

5 full days - \$332.00	5 half days - \$208.00
4 full days - \$280.00	4 half days - \$171.00
3 full days - \$215.00	3 half days - \$133.00
2 full days - \$148.00	2 half days - \$92.00

### Preschool Toddler ages 2-3

5 full days - \$302.00	5 half days - \$207.00
4 full days - \$257.00	4 half days - \$175.00
3 full days - \$200.00	3 half days - \$136.00
2 full days - \$137.00	2 half days - \$93.00

### Preschool ages 3-5 and potty trained

5 full days - \$262.00	5 half days - \$184.00
4 full days - \$220.00	4 half days - \$151.00
3 full days - \$173.00	3 half days - \$120.00
2 full days - \$121.00	2 half days - \$81.00



## **Summer program ages 5-10 (Pine Only)**

\*In addition to the \$100 nonrefundable deposit, a \$50 activity fee per child is due upon enrollment and covers all expenses for fieldtrips and materials.

\*Minimum enrollment of 2 full days per week, no option for part time days

5 full days - \$262

4 full days - \$220

3 full days - \$173

2 full days - \$121

### **PAYMENT POLICY**

- Payment is due on Mondays according to your financial contract.
  - If my tuition is not paid by Thursday of the corresponding Monday of my chosen payment schedule, I will be charged a \$25 late fee which will be automatically assessed on Friday.
- If three late payments occur within the calendar year the child may be disenrolled.
- NSF checks will be charged a \$12 fee for each submission.
- If disenrollment occurs, the full bill must be paid in order for the child to be re-enrolled. The \$100 registration fee will be charged at the time of re-enrollment even if it was already charged for the current school year.
- If parents wish to pay their tuition costs on a different schedule, this schedule will be included in the payment contract. If full payment is not made according to the contract a late fee of \$25.00 will be added to the account. If three late payments occur within a calendar year the child may be dis-enrolled and full payment required to re-enroll.
- Any parent who has a balance on their bill **MUST** sign a payment agreement to make arrangements to pay the full amount due.
- Parents who are using the Child Care Assistance Program must pay their parent fee by the first working day of the month. If the fee is not fully paid a late fee of \$25.00 will be added to the balance due and the Child Care Assistance technician will be notified. If three late fees occur within a calendar year the child may be dis-enrolled and full payment, including the \$100 registration fee, will be required to re-enroll.

### **FINANCIAL ASSISTANCE**

Financial assistance is available on a sliding fee basis. Parent fees are based on family size, gross income and available funds. Parent fees are applied to the child's tuition first and sliding fee money pays the balance. To apply for financial assistance a sliding fee application must be filled out. Sliding fee information will

be updated every 90 days and/or the beginning of each school semester. (fall, spring, summer)

## **ARRIVAL AND DEPARTURE PROCEDURES**

This is always a busy time since many children may be arriving or departing at the same time. Your cooperation is needed to ensure a safe and happy arrival and departure for all children. Please exercise extreme caution in your cars since preschool children may be small and difficult to see. Pine only – the curb in front of our building is a designated fire lane. Please park in the parking lot for drop off/pickup.

### **Arrival~**

All children must be brought into the center by an adult and checked in and out by computer. CCAP families must also use the Point of Sale machine for check-in and out. Do not leave your child until a member of the staff greets your child and takes responsibility for him/her. Please give any special instructions regarding your child to the staff at this time.

### **Departure~**

All children must be picked up and signed out with departure time and signature by an approved adult who is listed on the child's registration forms. Teaching Tree will not release children without verifying that the person picking up the child is authorized to do so. If your child will be picked up by someone other than a person on his/her registration forms, you must fill out a pick up permission slip in order for that person to remove your child from the center. Please inform those people picking your child up from school that they must be at least 18 years old and they will be required to show a picture I.D. until the staff is familiar with them. Your child must leave the classroom and the building itself with the adult picking them up. Daily schedules will include times when the children are in a different classroom. TTEC is no longer responsible for children once they are signed out.

**PLEASE REMEMBER THAT THESE SIGN IN AND SIGN OUT PROCEDURES ARE PART OF OUR LICENSING REGULATIONS AND ARE MADE TO ENSURE YOUR CHILD'S SAFETY.**

## **HOURS**

Teaching Tree is open from 6:30 a.m. to 6:00 p.m., Monday through Friday. If you pick your child up after 6:00 p.m., a late fee of \$1.00 per minute per child will be charged to your account and payment will be due within 72 hours. Your child may be dis-enrolled for excessive late pick-ups.

If a child is not picked up from the center by 6:00 p.m. parents and emergency contacts will be called. If parents and other contacts cannot be reached by 6:30 we are required to notify the police department. The police will call child protection services and a social worker will be sent to pick up the child.

### **After Hours Care**

Any arrangements that are made for after-hours care with a Teaching Tree staff member are not considered part of the services provided by us and are not provided on our premises. Any arrangements, including sign out and transportation are between a parent and a provider and does not fall under the responsibility or liability of Teaching Tree.

### **Door Code Policy**

For the protection of the children, Teaching Tree has a security system, which requires a code to enter the building. Each authorized person will be assigned a personal code to pick up or drop-off your child. Number of codes per family is limited. If you need to add someone please submit a signed request to the office. If you have assigned someone a number you are authorizing that person to come at any time to pick up your child. If you would like to remove someone you will need to let the office know in writing. Do not give any one your code. If code is used by an unauthorized user it will be deleted.

### **Accident and Emergency Procedures**

Our licensing regulations require us to inform you of our policies for handling potential accidents or emergencies. For your information we have described these policies below.

Emergency procedures are posted in the Center. If an emergency occurs, it is crucial that children respond in a safe and orderly fashion. Therefore your child will participate in regular drills and practices so he/she will know what to do in the case of an actual emergency. Should an emergency affect the Center, we will notify you as soon as possible.

Staff may not remove any foreign objects from a child unless child is choking or his or her life is in danger. Depending on the nature of the incident, parents will be notified in writing and/or by phone. In the event of a medical emergency, parents/guardians will be notified by phone. If the parents/guardians and any other person listed on the enrollment form cannot be contacted, we will contact the physician listed on the enrollment form. In a case of a serious situation, an ambulance will be called to transport the child. Universal precautions are used when any first aid is required.

There is a staff member trained in CPR and first aid available at all times while the center is open. The staff receives training in emergency procedures including fire drills, lockdowns, evacuation, and weather related emergencies. Staff will also be trained to assure children with disabilities are properly evacuated and have an individual plan based on their needs. You will be notified by phone with information as to where and when to pick up your child if one of these situations occur.

Loveland reunification locations are:

Evacuate the building- Allnutt-2100 N Lincoln

Evacuate the block- Zion Lutheran Church 815 E 16<sup>th</sup> Street

Evacuate the city- The Ranch Budweiser Event Center 5290 Arena Cir Loveland

Fort Collins reunification locations are:

Evacuate the building – Northside Aztlan Center – 112 E. Willow FTC 80524 – 221-6256

Evacuate the block – Timberline Church - 2908 Timberline Rd, FTC 80525 – 482-4387

Evacuate the city – The Ranch Budweiser Event Center 5290 Arena Cir Loveland

Our licensing regulations require us to include policies and procedures for handling emergencies. These include a lost child, tornados and fires. To ensure the safety of the children within our program we respond to all emergency situation including, but not limited to: active shooter, lock down drills, lost children, tornados and fires. If your child becomes lost while in our care we will alert the proper authorities, as well as all staff within our building, and we will immediately call the parent or legal guardian. On a quarterly basis, we conduct practice active shooter, lock down tornado and fire drills.

Please refer to our emergency/disaster preparedness plan for more site specific detailed information regarding other emergency situations, evacuations and reunification procedures.

### **Lockdown/Evacuation**

Lockdown and evacuation plans are site specific and available from your director. Accommodations will be made to assure children with disabilities are properly evacuated.

### **Plan of Supervision**

Each classroom has a ratio board that is updated when a child leaves from and arrives in class. The board will list the number of children to the number of staff for that class. Children will have a name to face head count taken after each

transition. The classroom teachers will ensure that each parent or legal guardian signs in their child upon arrival and signs out their child upon leaving the classroom daily. The center Director or Assistant Director will also make periodic head counts throughout the day. Children must be in direct supervision at all times of a qualified staff member. Head counts will be written on classroom white boards throughout the day.

### **Custody**

Teaching Tree Early Childhood Learning Center will remain a neutral party and premise in regard to child custody/living arrangements. Parental access can only be denied in accordance with court documents. Proper court documents must be on file at Teaching Tree Early Childhood Learning Center. Staff is trained to put the safety of themselves and the children first. Staff will attempt to delay/stop unauthorized pick-ups while the authorities are notified. Classroom records including sign in/out sheets, attendance records, and documentation are the property of Teaching Tree and will only be released to parents upon receipt of a court order.

### **Social Media**

We ask that parents and staff consider what they are writing or posting when it comes to experiences at Teaching Tree due to confidentiality and safety of clients. Please remember that anything posted on shared web space has the potential of being read by other Teaching Tree employees, Teaching Tree parents, program participants and the public at large. If you have posted any pictures containing Teaching Tree participants, they must be removed. Teaching Tree reserves the right to post or distribute pictures taken during operating hours. Feel free to print pictures for your personal use, but respect that pictures are property of Teaching Tree and should not be published or distributed to anyone or any website.

### **Impairment and/or Intoxication**

Teaching Tree Early Childhood Learning Center is committed to the safety of the children. Do not come to pick up your child if you are impaired by alcohol or drugs, including marijuana. If this situation does arise the staff will try to contact your designated emergency person. The staff will work with you to try and find a driver. If you insist on leaving the center with your child and driving, please be aware that we are required by law to notify the local authorities. This could result in an arrest for DUI and child abuse charges.

Please do not put your child or any other child at risk this way. We would prefer to never have this situation arise, as it could be unpleasant for all involved. Please take the necessary precautions to avoid this situation.

## Health and Safety

A medical statement must be returned within thirty days of your child's enrollment. Teaching Tree has the right to refuse services to a child if a physical is not submitted when due. A current immunization report must be submitted upon enrollment. A renewal of the medical statement for all wellness checks as based on APA guidelines is required along with a current immunization report for your child. We may have children enrolled who are medically exempt or delayed with immunizations. Teaching Tree will only accept medical exemptions. Children enrolled through Colorado Preschool Program (CPP) are exempt from this policy and should continue to follow the immunization policies of Poudre School District. Other exemptions may apply.

If you do not have medical insurance please visit <http://connectforhealthco.com> or call 855-752-6749. For dental and vision assistance visit <http://projectsmilefc.org>

## Illness Policy

Sometimes it is necessary for a child to remain at home.

There are three reasons to keep (exclude) sick children out of school:

1. The child is not able to participate in usual activities. The child may be very tired, irritable or cry a lot.
2. The child needs more individual care than program staff can provide.
3. The illness or symptoms are on the exclusion list below.
  - **Chicken Pox** - until blisters have dried and crusted.
  - **Pink Eye** - until 24 hours after treatment.
  - **Coughing/Croup** (severe, uncontrolled coughing) - medical attention is necessary.
  - **Diarrhea** - uncontained or consecutive diarrhea within two hours.
  - **Fever** - Infants 4 months or younger with a fever of 100 or higher will be sent home and must seek medical attention. Children 5 months or older a fever of 100.5 or higher accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc.
  - **Head Lice or Scabies** - May return after treatment starts.
  - **Impetigo** - until 24 hours after treatment starts.
  - **Body Rash with fever** - Rash that spreads quickly, open weeping wounds and is/or is not healing.
  - **Ringworm** - May return after treatments starts. Keep area covered for first 48 hours of treatment.
  - **RSV** - Seek medication advice.
  - **Strep Throat** - until 24 hours after treatment and the child is able to participate.

- **Vomiting** (1 or more episodes in past 24 hours) - Until vomiting resolves for 24 hours.
- **Any contagious disease.**
- Child must be symptom free; such as fever, vomiting and diarrhea, without medication for 24 hours.

Example: If a child vomits at 1:00 pm, they can return to care as early as 1:00 pm the next day if and only if they did not vomit within that 24 hr period. Also, if a child is sent home with a fever, they may not return to care until they have been fever free for 24 hours. If fever reducing medicine is used to keep a temperature down, the child is not yet considered fever free.

Please call if your child is too sick to attend. Teaching Tree reserves the right to determine if your child is too sick to attend school. If a child becomes ill at school parents will be called and they must pick up their child within one hour. If your child is not picked up within the hour, child protection will be called. Any communicable illnesses will be reported to the school nurse who will determine the need to notify the department of Health and Environment.

### **Medication~**

*Any child who has an emergency medication must have paperwork and the medication in place for them to be in care. This is a state regulation in which we have to comply.*

If your child requires prescription or nonprescription medication during the school day the following procedures must be followed:

1. All medication must be in the original pharmacy container. Over the counter medication must be in original container.
2. All medication must include written instructions from a healthcare provider as to dosage, times the medication is given, route to be used in giving medicine, possible side effects and dates to be given.
3. Prescription and non-prescription medications require TTEC's written permission form from the parent/legal guardian and health care provider in order for them to be administered.
4. NO SUBSTITUTIONS IN MEDICATION WILL BE ALLOWED.
5. Each illness requires a new prescription from the physician.

When your child requires medication please give it to a staff member along with the TTEC's written permission form for administering the medication from parent and health care provider.

Home remedies including homeopathic medications, essential oils and homemade ointments or medications will not be allowed at Teaching Tree. All medication will be administered by trained and delegated staff and in accordance with the prescribed directions and will be documented in our

medication log book. All medication will be stored in areas inaccessible to children at all times. If a medication is expired or is left over, those medications will be given back to the parents, if the parents are not able to be reached, the left over medication will be properly disposed of. Emergency medications will be stored in an area that is easily accessed by staff, but inaccessible to children.

### **Diaper Policy**

It is each parent's responsibility to provide diapers for their child each day that their child attends TTEC. A minimum of five (5) diapers must be available and if more diapers are required for your child you will be expected to replace them the next day that your child attends TTEC. If you arrive with your child and do not have diapers for the day, your child will not be allowed to stay until you have obtained enough diapers for the day. A charge of \$1.00 per diaper will be added to your bill for diapers that TTEC supplies and are not replaced. If you need community resources to help with this need please see the site director.

### **Toilet Learning**

When your child begins to show an interest in toilet learning and the parents or guardians are also ready to begin the process a plan with your child's teacher will be developed that is developmentally appropriate for your child. You will be responsible for bringing several extra changes of clothing and underpants during this time period. Each child will be encouraged in his/her efforts and no punishments will be used when accidents occur. Parents will be informed about their child's progress. PLEASE MAKE SURE YOUR CHILD HAS EXTRA CLOTHING.

### **Clothing**

Please make sure that the clothing and shoes your child wears to school are comfortable and allow for the busy schedule at school. Shoes are always a concern when we go to outside activities. The children will run, jump, climb, and ride tricycles while outside.

**For the safety of your child, we recommend that your child not wear cowboy boots, patent leather shoes or flip flops. Closed toe sandals and tennis shoes will provide the best protection for your child.**

All children must have an extra change of clothing that is kept at school. Please include a shirt, pants, underwear, and socks. Check for soiled clothing in designated classroom. We expect all children to participate in all outdoor activities unless you bring a statement restricting activities from your child's doctor. Physical activities outdoors will be provided for no less than 60 minutes a day. In the case of inclement weather physical activities will be provided indoors.



We will go outside during winter weather and snow days so **your child will need boots, hat, gloves or mittens, and a warm coat or jacket.** You may also bring a snowsuit or snow pants for use during the winter months.

Please **LABEL** all sweaters, coats, and jackets with your child's name. TTEC will not be responsible for lost or stolen items.

### **Sunscreen**

Sunscreen is provided by Teaching Tree Early Childhood Learning Center and will be applied before each outside time daily.

### **Weather Policy**

**Toddlers:** Outside time when temperatures are 20° to 90° for 30 minutes. No outside time when temperatures are less than 20° or more than 90°.

**Preschoolers:** Outside time when temperatures are 20° to 90° for 30-45 minutes. No outside time when temperatures are less than 20° or more than 90°.

We will have daily outdoor play times no less than 60 minutes a day for preschoolers and toddlers. Infants will be provided outdoor play at least 3 times per week, weather permitting. We will not have outdoor playtime during inclement and excessively hot/cold weather but will have indoor large gross motor activities of no less than 60 minutes a day. Wind chill and active precipitation are factored into decision of whether or not outside playtime is available.

### **Guidance/Behavior Policy**

The center uses reasoning and redirection as guidance methods, an incident report is filled out and shared with the parent when a situation is not resolved using the below methods. If safety of child and/or teacher is in danger a parent may be called. A conference may be needed to set up a behavior plan.

Professionals who work with young children expect to be met with challenging behaviors from time to time. During the first five years of life children are just beginning to learn how to handle their own intense emotions and conform to the behavior expectations of society. It is also a central aspect of a child's social and emotional development that can be guided using strategies based on research into early brain development.

What we do:

- Communicate to children using positive statements

- Communicate with children at their level
- Talk with children in a calm quiet manner
- Explain unacceptable behavior to children
- Give attention to children for positive behavior
- Praise and encourage children
- Reason with and set limits
- Apply rules consistently
- Model appropriate behaviors
- Set up the classroom to prevent problems
- Provide alternatives and redirect
- Give children opportunities to make choices and solve problems
- Help children talk out problems and think of solutions
- Listen to children and respect the child's needs, desires and feelings
- Provide appropriate words to solve conflicts
- Uses center approved tools for behavior management techniques

We do not:

- Inflict corporal punishment in any manner upon a child
- Use any strategy that hurts, shames, intimidates or belittles a child
- Use or withhold food, sleep or physical activity as punishment

If a child is displaying persistent, unacceptable behavior that endangers self, others or property, or significantly disrupts the program we will work with the child's family to find solutions up to and including referral for outside services or exclusion. Staff will first attempt to help the child gain control of their emotions and behavior. If the behavior continues the staff will consult with coworkers and admin to develop alternatives. If the child is a danger to themselves or other children or staff, we may choose to send your child home for the remainder of the day. If the problem persists the staff will contact the child's parents/guardians to set up a behavior action plan which may include outside services. The parents will be informed if they do not follow through with support or if the measures do not work the child will be disenrolled from the program. The goal is to help the child strengthen his/her skills of self-control.

At Teaching Tree, we define challenging behaviors as any behavior that:

- Interferes with children's learning, development and success at play
- Is harmful to the child, other children or adults, or property
- Puts a child at high risk for later social problems at school failure
- Significantly disrupts the program and routines directly (e.g. hitting, pushing, biting, kicking) or indirectly (e.g. teasing, ignoring rules or instruction, yelling, foul language, destroying objects, temper tantrums)

All children served by Teaching Tree have the right to work and play in an environment that is safe and respectful of their individual needs, including the right to receive clear behavioral expectations and having appropriate consequences.

### **Child Assessments/Conferences**

Regular conferences are held two times a year to keep parents informed about their child's behavior, progress, and social and physical needs. Teaching Tree uses Teaching Strategies Gold to evaluate children's development at least 2 times a year. During assessment screenings or conferences if a teacher or the family has any health, mental health, educational and/or developmental concerns for the child, Teaching Tree will refer families to the appropriate community services based on the needs of the family. When a situation occurs that make a child's needs difficult for staff and parents to adequately address, the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments. TTEC will do its best to accommodate recommendations from therapists and or service providers. A parent or the center may request a conference at any time to discuss concerns.

### **Adjusting/Transitions**

The primary considerations for classroom placement are chronological age and developmental level of the child. Movement to another class will be based on the appropriateness of the move for your child and the needs of the Center to accommodate enrollment shifts. You will be notified in advance of any permanent change in placement. A transition period is given to allow the child time to adjust to the new setting and teachers. You will also receive a transition letter with information on your child's move and a time will be set up for you to meet your child's new teacher.

The first day can be a time of high anxiety for families too. Feel free to call the Center throughout the day to see how your child is doing.

New situations affect every child differently. Sometimes a child does wonderfully on the first day because everything is new and exciting, but gets anxious on the second day when he or she recognizes this is going to be a set routine. Most children need two or three weeks to fully adjust to a new environment. The best way to support your child is to show enthusiasm, encouragement and patience. If you need reassurance or suggestions for helping your child feel more at ease, speak with your child's teacher or the Director. Remember, the Center's primary goal is to work with you to provide a safe, nurturing fun environment for your child in which to learn and develop.

## **Curriculum**

Teaching Tree follows Creative Curriculum® and *Teaching Strategies GOLD for classroom* curriculum and assessments. Through studies, which are hands-on, project-based investigations, *The Creative Curriculum®* helps teachers build children's confidence, creativity and critical thinking skills and promote positive outcomes. *Teaching Strategies GOLD®* is an authentic, ongoing observational system for assessing children from birth through kindergarten and is proven to be valid and reliable by extensive field testing. It helps teachers observe children in the context of everyday experiences, which is an effective way to get to know them well and find out what they know and can do.

## **Social Emotional/Relationships**

All of our teachers encourage positive interactions with each child through demonstration and teachings that allow children to learn and be capable of respecting others socially and emotionally.

Through training, each teacher is able to effectively and positively reinforce children's positive behavior and re-direct any behavior that is harmful to a wanted behavior.

Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.

Teaching Tree believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.

## **Meals**

Teaching Tree participates in the federally funded food program. Each family is required to fill out the enrollment form for the food program as part of the registration process. The center provides breakfast, lunch, and an afternoon snack. Children who plan to eat these meals at the center must arrive before the meal begins. No food is allowed to leave the center. Menus are posted weekly in each classroom and on the parent bulletin board. If your child has special dietary needs a parent and doctor must fill out a special food form. If we cannot accommodate substitutions for the special diet requirements, parents will be responsible for bringing in complete meals (breakfast, lunch, snack) that meet

the food program requirements. Children are not allowed to bring food from home unless they are on a special diet. **Due to allergies, we may be a peanut free facility.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, officers, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) Fax: (202) 690-7442; or
  - (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)
- This institution is an equal opportunity provider.

### **Objects From Home**

Parents are asked to help their child understand that personal toys, books, money and other items should remain at home unless a special day or activity is planned and the teacher has asked that a child bring something with them on that day. Teaching Tree cannot assume responsibility for loss or damage to any personal items or money children bring to the center. Items and/or money will be placed in the office to be picked up by the parent.

### **Rest Time**

A rest time is provided each afternoon at the center. It is highly recommended that children arrive before or after naptime. Arrangements can be made with your center director. Children are provided with a cot, blanket, and sheet. Each week the cots are sanitized and the sheets and blankets are laundered. Quiet activities will be provided after a reasonable amount of time if your child is not sleeping. Licensing requires we offer a minimum rest time of 30 minutes for all ages.

### **Safe Sleep Policy (Infants, Pine Street)**

Research shows that there are many ways to reduce the risk of Sudden Unexpected Infant Death and other sleep-related causes of infant death:

- Infants who fall asleep in a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, play pen or play yard, highchair, chair, sofa, adult futon, adult bed or other piece of equipment not approved for sleep must immediately be moved to their approved sleep area and placed on their back to sleep.
- Cribs must be used for sleeping, not extended play or confinement.
- Children who are awake must not be confined for more than fifteen (15) minutes at a time to cribs, playpens, swings, high chairs, infant seats, or other equipment that inhibits freedom of movement. Children who are actively eating may be in a high chair or other approved feeding equipment for longer than fifteen (15) minutes. Children must be moved away from the feeding location once feeding is complete.
- If music is played in the infant sleep area, the music must not be played at a loud volume that would prevent infants from being heard by staff. Music equipment must not be placed under a crib or within three (3) feet of the sleeping infant.
- Supervised tummy time must be offered to infants one month of age or older up to twenty to thirty (20-30) minutes per day. If the infant falls asleep during tummy time, immediately place him/her on their back in approved sleeping equipment.
- When staff place infants in approved sleeping equipment for sleep, they must check to ensure that the temperature in the room is comfortable for a lightly clothed adult, check the infants to ensure that they are comfortably clothed (not overheated or sweaty), and that bibs, necklaces, and garments with ties or hoods are removed. Clothing sacks or other clothing designed for sleep must be used in lieu of blankets if needed for additional warmth.

- Infants must not be placed to sleep in the same crib or futon as another infant or child, and must never sleep with an adult in a bed, on a couch, or in any other setting or manner.
- Each infant up to twelve (12) months of age must be provided with an individual crib or futon approved for infants or other approved sleep/rest equipment meeting Consumer Product Safety Commission (CPSC) standards.
- In the infant room, soft bedding or materials that could pose a suffocation hazard are not permitted in cribs, futons approved for infants or other approved sleep/rest equipment. Soft bedding means, but is not limited to, any soft sleep surface like bumper pads, pillows, blankets, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diaper bibs, plush toys, and stuffed animals.
- An infant must be placed on his/her back for sleeping.
- Alternative sleep positions for infants must only be allowed with a health care plan completed and signed by the child's physician.
- Swaddling of infants must only be allowed with a health care plan completed and signed by the child's physician.
- Each infant up to twelve (12) months of age who uses a pacifier must have the pacifier offered when being put down to sleep, unless the parent directs otherwise. If the infant refuses the pacifier, s/he should not be forced to take it. After the infant falls asleep, there is no need to reinsert the pacifier if it falls out. Pacifiers should not be coated in any sweet solution, and they should be cleaned and replaced regularly. The pacifier should be suitable for the age and size of the infant.
- All sleep/rest equipment must be safe, sturdy, and free from hazards including, but not limited to: broken or loose slats, torn mattress, chipping paint or loose screws.
- Approved sleeping equipment must be firm and mattresses must fit snugly ensuring no more than two fingers are able to be inserted between the mattress and the side of the approved sleeping equipment.
- Toys, including mobiles and other types of play equipment that are designed to be attached to any part of sleeping equipment, must be kept away from sleeping infants and out of sleep environments, including hanging toys. Blankets and other items must not be hung from or draped over the sides or any part of sleeping equipment.
- Drop side and stacking cribs are prohibited.

- Bassinets and playpens are prohibited in child care centers unless licensed as a teen parent program when the teen parent(s) remain(s) on site.
- Other sleep equipment not manufactured for commercial use is prohibited.
- Infant monitors may only be used in separate sleeping rooms for infants under the following conditions:

a. The sound monitoring equipment is able to pick up the sounds of all sleeping infants.

b. The receiver of the sound monitoring equipment is actively monitored by staff at all times.

c. All sleeping infants must be physically observed at least every ten (10) minutes by a staff member.

d. Sound monitoring equipment must be regularly checked to ensure it is working correctly.

### **Inclement Weather**

TTEC will follow Poudre School District and Thompson Valley School District late starts and closures for inclement weather. If the school district in which your center is located is closed, TTEC will be closed for the day. If the district has a late start we will open late. (ex 2 hour late start we will open at 8:30am, no breakfast will be served) Please check the website for closure information or updates at [www.teaching-tree.org](http://www.teaching-tree.org). Regular daily fees will be charged for inclement weather and late start days; however, vacation/sick days may be used if available.

### **Closures**

TTEC will follow Poudre School District and Thompson Valley School District protocol for any safety related closures. If the school district in which your center is located is closed due to a safety concern, TTEC will be closed for the day as well. Please check the website for closure information or updates at [www.teaching-tree.org](http://www.teaching-tree.org). Regular daily fees will be charged for safety closure days; however, vacation/sick days may be used if available.

### **Transportation**

Transportation to and from public schools is not provided by Teaching Tree. It is the responsibility of each parent to make any necessary transportation arrangements. Modes of transportation for field trips include the public bus system, rented buses or vans, and walking. Parents will be informed about field trips and transportation arrangements in advance.



## **Child Abuse**

We are required to report any suspected child abuse to the Department of Human Services. The state Department of Human Services letter on child abuse reporting is located in the back of this book.

## **Screen and Media Use**

Television is prohibited for children less than 2 years of age. Children over 2 years of age may watch age appropriate videos for no more than 30 minutes a week. For a special occasions the 30 minutes may be exceeded with Director approval. Computer and tablet use must be limited to 15 minute increments no longer than 30 minutes per day. All forms of media are prohibited during snack or meal times. A permission form is provided with your registration packet.

## **Field Trips**

Classes may participate in field trips or other special activities as enrichment to the curriculum. Field trips will always appear on a class's lesson plan for the week. Children whose behavior poses a serious threat to the safety of themselves or other children or staff may be unable to participate in these activities. All children participating in the field trip will leave TTEC and return to TTEC as a group. Children may not join the group once the group has left the center and must return to the center before being signed out by a parent. Children who arrive after their group has left the center will be placed in a different classroom until their class returns to the center. A signed permission form is required for your child to participate in field trips.

## **Birthdays**

All children will have an opportunity to celebrate their birthday at school. Parents may bring a non-refrigerated healthy snack to share with their child's class with director's approval. In lieu of food you may bring in stickers, pencils, or books. Please do not bring party hats, noisemakers, or goodie bags. Parents may not hand out birthday party invitations unless the entire class is invited. These guidelines are made in order to show equal treatment to all students at school.

**ALL FOOD BROUGHT FOR SPECIAL CELEBRATIONS MUST BE PURCHASED FROM A GROCERY STORE. NO REFRIGERATED OR HOMEMADE FOOD MAY BE SERVED SINCE THIS VIOLATES OUR HEALTH REGULATIONS.**

## **Visitors**

Visitors to the center are welcome anytime. All visitors need to sign in at the office upon arrival and wear a visible visitor badge.

## **No Solicitation**

In order to avoid interruption of your work and to protect you from unnecessary annoyance, solicitation and/or distribution of literature on TTEC premises is limited to the following rules:

- Non-employees of TTEC have no right to distribute materials or solicit our associates on TTEC property at any time.
- Employee to employee solicitation or distribution or acceptance of literature by employees is prohibited during work hours. Work time does not include time before or after an employees scheduled work hours, meal periods, or paid break periods. This policy includes solicitation and distribution of literature for all purposes, such as lotteries, raffles, charitable or political organizations and the like. Any exceptions to this policy must be made by the executive director of TTEC.

## **Third Person Rule**

The “Third person rule” is a required standard control for abuse coverage. This risk modification technique prevents an adult from being alone with one youth. A second adult must be present, or there must be two or more youths with an adult. Exceptions to the three person rule may be necessary and justifiable as part of the insured’s operations or activities. For these situations, one-on-one meetings should be conducted in areas that would prevent an adult from being alone with a minor in a non-viewable area.

## **GRIEVANCE PROCEDURES**

If a parent or employee has a grievance, the parent or employee may make a written appeal to the Program Director;

### Loveland

Brittany Kanzler  
2109 Maple Drive  
Loveland, CO 80538  
970-667-7240  
[bkanzler@teaching-tree.org](mailto:bkanzler@teaching-tree.org)

### Fort Collins

Jennifer VanCleave  
424 Pine Street  
Fort Collins, CO 80524  
970-493-2628  
[jvancleave@teaching-tree.org](mailto:jvancleave@teaching-tree.org)

or to the Executive Director.

Anne Lance  
424 Pine Street

Fort Collins, CO 80524  
970-493-2628  
[alance@teaching-tree.org](mailto:alance@teaching-tree.org)

Your complaint should be in writing on a grievance form you may request from a Program Director. The grievance form will ask you to provide details about the incident, including the time and date of the incident and the names of any witnesses that were present. You will also be asked to provide your contact information including name, address, phone number(s), and email address. If a complainant needs assistance, Teaching Tree will provide it.

The Program Director and/or Executive Director will respond either verbally or by email to your grievance within 10 business days after the grievance form is received, and will provide a possible resolution to the grievance.

All written and verbal grievances received, and Teaching Tree's responses to these grievances, will be documented and retained for at least three years.

If you feel that the problem has not been resolved to your satisfaction, you may then contact the President of Teaching Tree's Board of Directors. The Board requires that you state your complaint in writing. The Board will respond to written complaints within 45 days after receipt of complaint. The Board may forward a recommendation to the Executive Director for final action. A current list of Board members is available at the front office.

If you still have concerns, you may contact the Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street in Denver, Colorado 80203-1714, (303) 866-5700.

As a licensed child care center we are required to give you the following information. It is provided by the Department of Human Services Division of Child Care and gives information about how to report child abuse and contact the licensing agency. If you have questions about this information please feel free to stop by the office.

Dear Parent,

Your child was recently enrolled in a child care program that is licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not yet 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 telephone number to report child abuse is 1-844-CO-4-KIDS (1-844-264-5437). Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concern about the child care facility, consult the Department of Human Services Division of Child Care, 1575 Sherman St. First Floor, Denver Colorado 80203-1714. 1-800-799-5876 or 303-866-5948.

Anne Lance  
Executive Director

## **CURRICULUM BELIEFS**

### ***Learning is a lifelong process***

#### **Children...**

- ...develop best when their basic needs have been met.
- ...learn best when their health needs are met.
- ...learn best when they are active participants.
- ...learn best when experiences and interactions are meaningful.
- ...have individual learning styles.
- ...develop at different rates.
- ...learn through successes and failures in an encouraging environment.

#### **In the first 3 years of life...**

- ...the foundation for successful learning is established.
- ...nurturing relationships are essential.

...individualized sensory experiences are important.

...children need consistent and reliable childcare to develop trust essential to success.

## APPROACH TO CURRICULUM...

Using a constructivist approach curriculum:

...is an individualized process.

...works towards identified outcomes.

...is implemented through healthy relationships.

...embraces diversity and builds on assets.

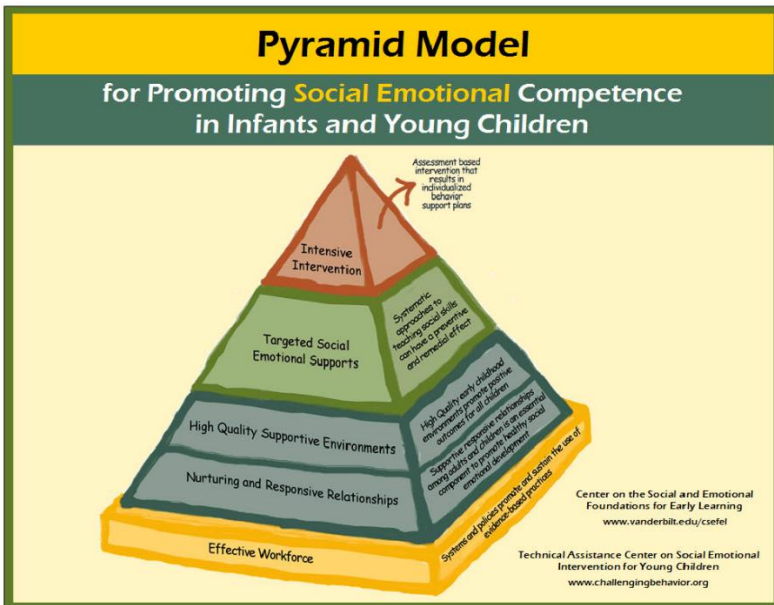
## Assessment

...is done for planning and individualizing.

...is authentic and ongoing.

...includes a variety of collection and methods.

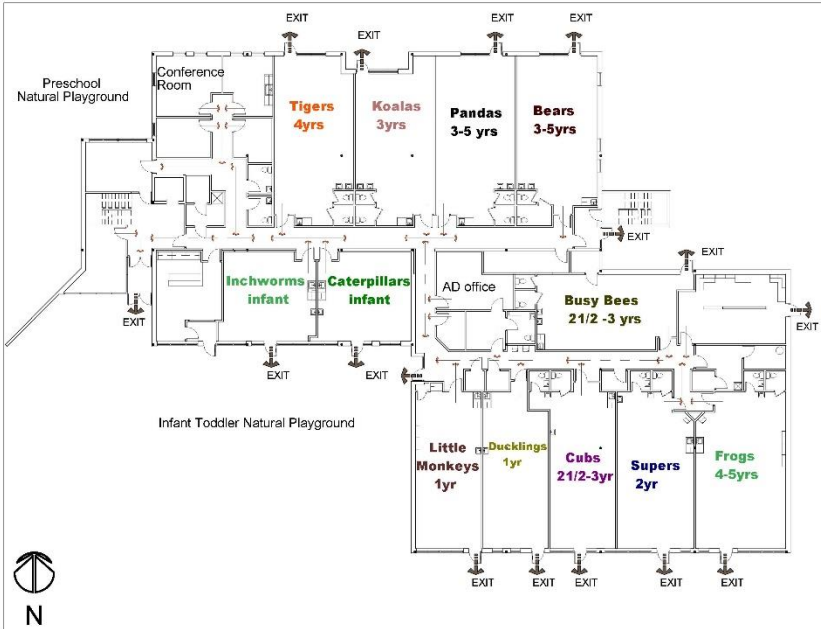
...includes families.



### Emergency Exit Routes Fort Collins Center:

**Fire-** exit building 1<sup>st</sup> choice back door, 2<sup>nd</sup> choice front door

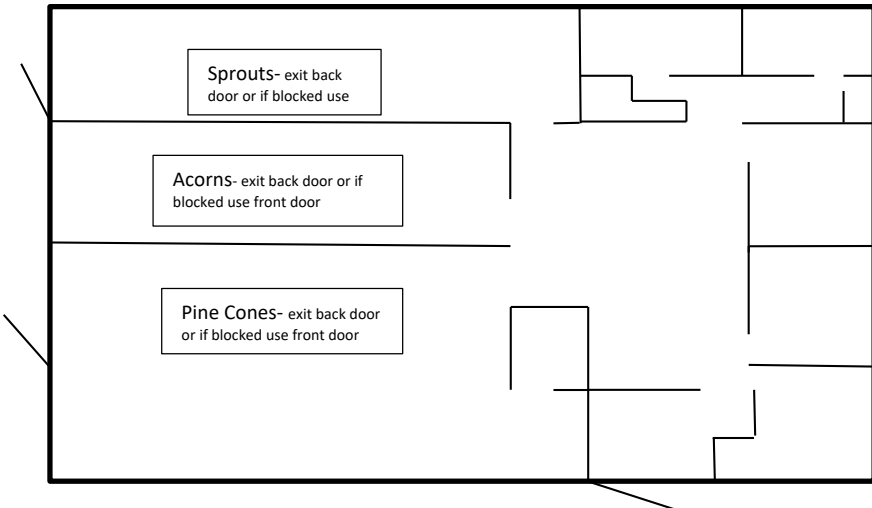
**Tornado-** Everyone in children's restrooms



### Emergency Exit Routes Loveland Center:

**Fire-** exit building, 1<sup>st</sup> choice back door, 2<sup>nd</sup> choice front door.

**Tornado-** Everyone in the children's restrooms



*Teaching Tree Early Childhood Learning Center is committed to equal employment opportunity and to compliance with federal anti-discrimination laws. We also comply with Colorado law, which prohibits discrimination and harassment against any employees or applicants for employment based on race (including hair texture, hair type or protective hairstyles commonly or historically associated with race (e.g., braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros and headwraps)), color, creed, sex (including pregnancy, married women and unmarried mothers), religion, age (over 40), national origin, sexual orientation (including actual or perceived orientation and transgender status), ancestry, religion, civil air patrol status and lawful activities during nonworking hours.*

*“USDA is an equal opportunity provider, employer and lender.”*

May 2021

