

PARENT HANDBOOK

SQUARE ONE LEARNING LLC

5400 ZUNI STREET

DENVER, CO 80221

Music

Music will be played every day and will be age appropriate. We love to sing, dance, and play musical instruments! Television is not part of our program though, with advanced permission, I may provide a show/movie that relates to our area of study. This will not occur without all parental approval and the video will not exceed 2 hours.

Outdoors

We go outside every day, so it is important to dress your child in play clothes and play shoes that you are not concerned about getting dirty. Please dress your child in shoes that are easy for them to put on themselves or with little assistance. Don't dress your child in laced shoes unless they know how to tie their laces. In the winter, please be sure to send appropriate outerwear each day. This includes snow pants, hats, mittens, and boots. We will try to get out as much as the winter weather permits (when temperatures reach 20 degrees or more).

Sun Protection

The sun is extremely dangerous for young children. Please apply sunscreen to your child every day before drop-off or upon arrival. I will choose a sunscreen and apply it to every child before we go outside in the afternoon. Please make sure you test the specific kind I use at home on your child before signing the permission slip allowing me to apply it. We want to make sure that your child does not have an allergy or reaction to the sunscreen. Also, every child is encouraged to keep a sun hat and sunglasses at school for daily use. We have a lot of shade on our playground, but sunscreen, hats, and sunglasses provide extra protection from the sun's harmful rays.

Transportation

Square One Learning does not provide any form of transportation.

Children Served:

Square One Learning provides care for children ages ranging from 2 to 5 years. Before enrolling a child, we meet with the family and the child to determine if Square One Learning is the right fit. Every child is unique, and we will determine readiness and appropriateness on an individual basis. Square One Learning, LLC makes every effort to provide reasonable accommodations for children with special needs.

Forms:

All necessary forms must be completed and submitted before the acceptance of any child. Here is a list of the required forms (may be downloaded under the forms section):

- About Your Child
- First Day Checklist
- Medical History
- Health Appraisal Form (signed by your pediatrician)
- Immunization Records (signed by your pediatrician)
- Child Pick-Up Authorization
- Emergency Information Card

- Emergency Transportation
- Registration Form
- Preschool Contract
- Sunscreen Permission Form

Snacks and Lunch:

Square One Learning provides breakfast, lunch and 2 snacks daily for children. Morning Snack around 10:00 am

Afternoon Snack around 3:30 pm. The menu for the day will be written on the chalkboard on the doors and a sample lunch menu is available on the home page of this website. I believe that snack times should be enjoyable for children. It should be a time to relax and socialize with friends, peers, and adults; therefore, children are always offered food but are not forced to eat. Children who choose not to eat at snack time will not be given the opportunity to eat snack outside of that time. We serve nutritious and balanced snacks each day according to the Federal Nutrition Guidelines. I attempt to provide organic foods when possible. We do try new and different foods to develop new tastes. We prepare healthy, yummy lunches for children and do not ever use a microwave oven. Your child will be encouraged to try everything that he/she is offered, however, I do not “force” any foods on a child. Food is served on a schedule. If your child cannot be here for breakfast or snack, please remember to feed him/her before you arrive.

* Any food brought from home must be labeled with the child’s name. Square One Learning, LLC can provide reasonable accommodations for dietary restrictions and food allergies. Please speak with Sarah to discuss this further. Square One Learning is happy to support and assist however possible children transitioning from breast to bottle or from bottle to cup. Please communicate with us about how we can help with these transitions for you and your child.

Rest Time:

Rest is important for young children. Children will rest in the afternoon after lunch each day. They will sleep on cots, the children will bring a pillow, blanket, and ONE stuffed animal from home. Lights will be dimmed, and soft music or white noise will be played. Children may sleep during these times or quietly read books.

Guidance/Discipline:

Square One Learning, LLC operates whenever possible under the Love and Logic principles of providing logical consequences for both acceptable and unacceptable behavior. We model desired behavior in the classroom and expect the support of parents at home when negative behavior becomes habitual. We will be a support in your ongoing goal to teach your child self-control, respect for herself/himself and others, and responsibility for her/his actions. We will do this by setting limits that are fair, enforcing them firmly and lovingly, redirecting, and providing a quiet time away from others when appropriate. This quiet time provides an opportunity for an out-of-control child to calm down and regain control; for more mature children, a “break” can also provide a chance for introspection. You will be kept informed as to your child’s behavior via verbal or written report. Continued undesirable behavior may result, as a last resort, in parents being called for early pick-up of child and/or a request for withdrawal. Unkind words or acts of violence will not be tolerated.

Hours and Day of Operation:

Square One Learning follows the Denver Public Schools calendar apart from planning/professional days, in which Square One Learning will be in session. There will also be summer camps offered for those who would like to participate. School hours are as follows: Monday-Friday: 8:00am-4:00pm*See the Schedule and Tuition page for more information.

Tuition:

Payment is due at drop off (8:00 am) on your child's first day of attendance each week (usually Monday, unless your child does not attend school on Monday). You may also choose to prepay for the entire month if that is easier for you. You are paying for a contracted spot for your child, so payment is due whether your child is in attendance or not. This includes absences and vacations. Square One Learning follows the Denver Community Schools calendar (apart from DPS closures for planning/professional days and assessment days) and tuition remains the same regardless of holidays. That means if Square One Learning is closed for 3 days for Thanksgiving break, and your children normally attends school on those days, then you will pay for the 3 days to keep your child's place at school. Parents are responsible for paying tuition before vacation days and/or holidays. * I do offer families one unpaid week during each school year. The week may not be split up. It must be used over one calendar week. If payment has not been received by 4:00pm on your child's first day of attendance for the week you will be charged a \$10 late fee and your child will be unable to attend Square One Learning until payment is received in full and your child may be at risk of losing his/her place. If your child will not be in attendance on your regular tuition due date, payment is expected the day before. I will not be able to make any exceptions to this policy. If a parent is habitually late in paying for preschool, the family may be asked to find another place for their child.

Payment Methods:

Personal checks, Venmo, Zelle and cash are acceptable methods of payment. Please make checks payable to SquareOne Learning, LLC.

Returned Payments:

Returned checks will be treated as late tuition and all late fees shall apply. In addition to late fees you will also be required to pay an NSF charge of \$35.00. You will also be responsible for any charges that we may incur from our own financial institution because of your returned payment. All your future payments will then be required to be in cash.

Open Door Policy:

I maintain an open-door policy to families with children enrolled at Square One Learning. Parents are welcome to visit anytime during business hours and I invite all parents to volunteer in the classroom. Please understand that I may not be available to give you my undivided attention as I am interacting with the children. Also, visitors tend to make the children behave in an excited manner that does not usually occur when I am alone with them. Your child may become upset when your visit is over, and you

leave without them. Please keep this in mind when planning your visit. It is also very important that all visitors sign in and out at the front door and wash their hands upon arrival.

Arrival Details:

Children are expected to arrive between 8:00-8:30am each morning. We understand that different schedules might affect this time frame, but we at the very latest would like to have all children at school before breakfast begins. Family Style Breakfast begins at 9:00am. It is important for your child and all the other children at Square One Learning to be at school on time and be ready for the day before breakfast begins. Children will be asked to wash their hands before they begin playing each day. All children, staff, and visitors must wash hands upon arrival. After hand washing children may spend this time showing their parents something inside the classroom, filling up their water bottles, reading a story alone, with a friend or with their parent in the book corner, chatting with friends, and organizing their things so they are ready for the day. This is a perfect time to apply sunscreen to your child each morning and to make sure your child has everything he/she needs for the day. It is also a good time to check your child's cubby or lost and found for any belongings that need to go home, and sign your child in. It is very important that you sign your child in and out every day! Any persons taking your place for drop-off/pick-up times should be listed on the Child Pick up Authorization Form. If they are not listed, a written authorization from you is required. I will not release your child without your approval for both the protection of your child and myself.

Departure Details:

When weather allows, pick-up will occur outdoors. When the weather is not conducive to outdoor transitions, please pick-up your child inside. Occasionally, you may wish to send someone other than yourself to drop off or pick up your child. Be sure to notify any persons doing so of the drop-off/pick-up procedure. Always notify me in writing should there be someone other than you are dropping off or picking up for the day. In the event that a parent or an authorized adult arrives to pick up a child and I have a reasonable suspicion that the adult is under the influence of drugs or alcohol I am by law required to call the police.

Transitions and Late Pickups:

Transitions can be difficult for anyone, especially young children. In my experience, transitions are made easier by consistency (dropping off and picking up on time) and by quick and loving goodbyes. Please do not leave without telling your child goodbye. Young children's separation anxiety is often closely tied to fears of abandonment. It is important that they know that you will be returning for them at a designated time. By saying goodbye to your child, you are reassuring him or her that you will return and that you are not abandoning them. It is never suggested to "sneak out" – this will only add to your child's anxiety. Square One Learning, LLC is open from 8:00am to 4:00pm. Please drop off and pick up your child on time so that they do not miss learning opportunities and so I can prepare for the next class and/or prepare dinner for my family. I understand occasional lateness may occur due to unavoidable weather and/or an emergency but please do your best to respect school hours.

The following fee assessment will be enforced for late pickups: \$1.00 for each minute you are late and will be recorded on the sign in/sign out sheet. Payment for this time is due with your weekly tuition payment at the beginning of the following week. Each family is allotted 2 free emergency late pick-ups. After these 2 free emergency late pick-ups have been used, the \$1 per minute fee will take effect. If a

parent is habitually late, I will assume that my program hours do not meet your family's needs and may suggest a different placement for your child. If emergency situations arise and your child must remain at Square One Learning, he/she will be treated the same as my own child with regard to activities and food. If your child is here during a mealtime, food will be provided. If all emergency contacts have been notified, I have not heard from you, and your child remains at the school after two hours, police and child protective services may be notified.

Security:

I always have the children's safety and well-being in mind. When we are indoors, we will keep all outside doors locked. I am also extremely vigilant about who picks up a child. Unless I have written documentation from you and the person can provide proper, photo identification I will not release a child to anyone other than the child's parents.

Weather Closings:

Square One Learning closes due to weather whenever the Denver Community Schools close. Watch for school closings on any local news channel or on the DPS website: <https://www.dpsk12.org/> . Any weather-related closings will not result in a tuition fee reduction. Denver schools close only when necessary for the safety of the children. It is my feeling that if it is unsafe for the school children to travel to school, it is unsafe for children to travel through Denver and sometimes further to attend preschool.

Absents and Vacations:

I encourage you to contact me whenever your child is not going to be attending. This helps me plan my day. Square One Learning does not offer any rate reductions due to vacation, illness, or other absences. The session your child is scheduled for is reserved for him/her and in turn, you contract to pay for these days regardless if your child attends or not. We are allotted three sick days per school year that we will only use if I am sick and we are concerned about infecting children in school. If we do require the use of a sick day, Square One Learning will be closed, however tuition charges still apply. If possible, we will avoid having to close for the day.

*In the event of an emergency or if I should need to go out during the day, Mathara Scott will take over the class. If this happens you will be notified at pick up. If I know ahead of time that Mathara will be used during any part of the day, you will be notified in advance. No other substitute will be used.

Illness and Sick Care:

The health and well-being of all the children at Square One Learning is of the utmost importance. It is for the protection of the children that I must insist on a strict adherence to my Health Policy. Please read it carefully. If you have any questions or doubts, regarding the statements it contains please discuss them with me now. Do not wait until your child is sick to think about what would be best for all concerned. At that point you may be making the decisions based on emotion instead of logic. Even with all our precautions, children do get sick. Due to my concern for all the children enrolled, there are certain guidelines that I require all my clients to observe. If your child needs to be seen by a doctor, please obtain written documentation from the doctor regarding when (and under what circumstances) your child will be safe to return to school (no longer contagious). This is to ensure that a child does not return

to school when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

Immunizations:

Upon application for enrollment you will be asked to fill out an immunization record or an exemption form. Square One Learning, LLC does accept children whose parents have opted out of some immunizations or have an altered timeline. We do not enroll children who are completely unvaccinated. It is necessary that all immunizations are up to date or an exemption form must be on file. Immunization forms are your responsibility to keep updated. It is a good idea to get a new printout from your doctor each time your child receives any new immunizations, which can then be turned in to me. If any changes are made throughout the year to your child's registration form (address, phone numbers) please get those updates to me ASAP. *A child cannot return until 12 hours after vaccinations.

Medications:

Square One Learning, LLC does NOT give any medications to children. The only exception is an Epinephrine Pen. If your child requires the use of his/her Epinephrine Pen at school the date and time will be documented. It is the responsibility of the parent to renew the prescription and provide a new pen when the current one expires. Any expired medications will be sent home with the parent for proper disposal. Any emergency medications will be stored out of reach of children in appropriate temperature-controlled environments. Any emergency medications need to be accompanied by a current prescription with the child's name, instructions for use, and must be signed by the child's doctor. Any prescriptions and medications will be sent home at the end of the school year (or when expired) and must be renewed at the beginning of every school year. If your child is on a non-emergency medication and it must be administered during school hours, you must come to school to give the medicine to your child. This will be documented, as well. There are many reasons for this policy. If this is of particular concern to you and your family, please see me. —There are also some illnesses that by law exclude the child from attending school. Some of those illnesses are but not limited to: Infectious Conjunctivitis

When should a child stay home?

When a child has any of the following symptoms, he/she should be kept home:

- **Fever-** A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. A temperature of 100 degrees or higher means a child should stay home. In the event of a fever over 100 degrees, the child should not come to school until the fever has been down for 24 hours without the aid of a fever reducing medication such as Tylenol. If your child wakes with a fever and you administer a fever reducer, this generally will only last a few hours and I will have to call you to come and pick up your child. In the meantime, the other children have been exposed to an undiagnosed illness.
- **Vomiting or Upset Stomach-** A child who has been vomiting can easily spread germs. If your child vomits while at school, you will be expected to come immediately to pick up your child from school. If you are unable to come as soon as you are called, please arrange for someone else to come to pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

- Other Illness/Colds- When making a decision about whether or not to bring your child to school with symptoms other than those previously listed, please keep in mind how you would feel if another child's parent brought him/her to school and exposed your healthy child. These situations will be handled on a case-by-case basis. The policies that help ensure your child's health are:
 - My health policy is strictly adhered to.
 - Good hygiene is always stressed.
 - Every attempt is made to keep toys and play area sanitized.
 - Food preparation is done in a safe and hygienic manner.
 - Hand washing is required upon arrival, before eating, after the use of toilet, after outside play, and after messy crafts or projects.

*If your child is too sick to play outside or to participate in our daily activities, they are too sick to be in school.

**Only healthy children should attend school. Children must be fever free (without the use of fever reducing medication), diarrhea free, free of vomiting, and illness free for 24 hours before returning to Square One Learning. If antibiotics are needed, a child may return 24 hours after being treated if above symptoms are not present.

Trial Period/Withdrawal of Care:

Square One Learning has a two-week trial period when beginning school. I also require a minimum of a two-week notice for withdrawal of a child from Square One Learning. If termination of care is necessary, a two-week notice will be given to the parent.

Personal Possessions:

Children are encouraged to bring a pillow, blanket, and ONE snuggly friend for rest time. Also, please send an extra set of seasonally appropriate clothing with your child to keep at school. This should include socks, underwear, pants/shorts, and a shirt. Please clearly label ALL items with your child's name. Please also send a water bottle or sippy cup with your child's name so he/she can stay properly hydrated in this dry climate! **Please keep all your child's personal toys at home.** We have plenty of toys for your child to use while at school, and personal toys from home tend to cause problems with the other children. Square One Learning, LLC is not responsible for lost, stolen, or damaged property. Please be diligent about writing your child's name on items that are necessary for school and keep other items not necessary for school at home. In the unfortunate event that your child deliberately damages, steals, or destroys property at Square One Learning you, the parent or guardian, are responsible for fixing, replacing, or paying for the replacement of the damaged, stolen, or broken property.

Communication:

In general, drop-off and pick-up is not a good time to discuss your child's progress in depth. At these times, it is important for you to be available to your child to say hello or goodbye and get personal attention. We are available via e-mail throughout the day to schedule a time to discuss your child's progress or any concerns you may have. Additionally, there will be a monthly family newsletter that will

include home learning opportunity times between you and your child. It will also outline the month theme and educational focus.

Potty Training/Diapering:

We do not have a requirement that children are potty trained because we believe this puts unnecessary stress on a child and parents. We are happy to offer tips on potty training if you believe your child is ready. When your child does begin using the bathroom **consistently at home**, we are happy to have them continue to wear underwear at school. Please make sure to send two sets of extra clothes during this time. Please do not dress your child in a onsie or one piece jumper. If an accident occurs, your child will be changed into fresh clothes. If it happens a second time, we will put a diaper/pull up on with the second set of clothing. If your child is not potty trained, please send a package of diapers/pull ups on your child's first day. We will let you know when we are running low and need another package. Wipes are not necessary to send unless you prefer using a specific brand. At Square One Learning we change diapers on a regular basis. In general, we change diapers every 2 hours or as needed. We use a clean, sanitized surface for diaper changing and children and adults wash their hands after each changing. We always ask children to use the toilet before a new diaper is put on to help get them used to the routine of using the bathroom and washing hands. This helps in potty training when the time comes!*** If your child has sensitive skin and you would like for me to apply a cream whenever I change the child's diaper please clearly label the cream with your child's full name and bring it to school. I am not allowed (per licensing laws) to apply any creams or ointments to "treat" diaper rash or out breaks of any kind.

Recalls:

I frequently review recall lists and remove any toys or equipment that have been recalled.

Minor Mishaps:

Minor scrapes and bruises handled at Square One Learning, will be reported to parents at pick-up with a Minor Mishap Form. Anything more major than a "minor mishap" will result in a phone call to the parent. If there is a small wound, we will wash it with soap and water, and I will apply a band-aid. Further first aid will need to be done at home. If a child bumps something he/she will be given an ice pack to hold on the area for a short period of time.

Emergencies

In the case of an EMERGENCY, I will administer the necessary first aid. 911 will be called and you will be notified immediately. Sarah and Mathara are fully trained in First Aid and CPR. For non-medical related emergencies, I have a written emergency plan which can be viewed at your request. Drills for these types of emergencies are addressed further on this page.

Emergency Response Plan

In the case of an EMERGENCY, we will follow the below procedures to ensure the safety of all our children:

- Fire- In the event of a fire, 911 will be called and the children and adults will evacuate the building and convene in the grassy area near the big red barn. We will remain there until all children are picked up by parents or until the fire department declares that our school is safe for reentry. Parents will be notified as soon as the children are in safe location.
- Severe Weather- In the event of severe weather the children and adults will go down to the basement and take cover until the dangerous weather has passed.
- Lockdown- In the event of a lockdown where a threat is identified outside of our school, the children and adults will remain indoors with the doors locked and blinds drawn. The doors will not be opened under any circumstance during a lockdown. We will stay in a lockdown until we are notified by the police that the threat is gone.

Emergency Drills:

In preparation for the above emergencies, Square One Learning will practice the following drills at least two times each per year:

Fire- fire drills will be performed once every month Severe Weather

Lockdown

Reverse Evacuation Shelter in Place

Ambulance:

If there is a medical need for your child to be transported in an ambulance, this cost will be covered by the parents or guardians.

Non-Smoking Environment:

Square One Learning is a non-smoking environment. Smoking is prohibited in the house or on the grounds during hours of operation.

Chemical Use Policy:

All caregivers, including myself, assistants, substitute caregivers and helpers, are prohibited from abusing prescription medication or being under the influence of a chemical that impairs the individual's ability to provide care. I will provide notification and training of said policy to all caregivers.

Non-Discrimination Policy:

Square One Learning does not discriminate based on race, creed, color, national origin, religion, gender, or disability.

Grievance Procedure:

If you are dissatisfied with some aspect of the services being provided by Square One Learning, please bring the concern to my attention in a timely manner. It is very important to me that we have a partnership to provide the best education and care for your child. If you are unhappy about anything at Square One Learning please allow me the opportunity to resolve the issue so that everyone is satisfied. If a resolution cannot be made, then we will discuss finding a different placement for your child.

Resources:

Office of Early care and Learning – 303-866-5958

1575 Serman Street

Denver, CO 80203

Denver Department of Environmental Health

Child Care/Health Facilities Inspections: 720-865-5394

Child Abuse Hotline: 720-944-3000

You can find more information about the rules regulating family childcare homes and preschools at www.sos.state.co.us

Mandated Reporting:

I am legally required to report suspected abuse or neglect. Child abuse may be reported using 911.