



Policies & Procedures

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Policies and Procedures

About Us

Mama Bear Daycare is a state licensed daycare center, providing care to children ages 6 weeks to 6 years old. Our goal is to provide excellence in our academic program, a safe environment, and enjoyable activities every day. We believe our center will help your child develop academically, emotionally, and socially. We are equally committed to the safety and well-being of each child here at our center.

Curriculum & Activities

Our curriculum is theme-based and developmentally appropriate. We began teaching infants by exposing them to books, playing games with them, and helping them reach first-year milestones.

We prepare our toddlers for pre-school by introducing them to the Experience Early Learning curriculum. Toddlers enjoy a daily group-time which focuses on reading stories and learning colors, shapes, numbers, and letters.

Pre-school classes are divided into learning centers which children explore, learn, and play. Three- and four-year-old children are taught the Experience Early Learning curriculum. Some of the subjects they study include language and development, phonics, reading, writing, numbers, art.

Other activities that the children participate in, include, but are not limited to the following; books and story-time, Legos, circle-time, tumbling exercises, music and dancing and singing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls, various learning toys, various games, bean bag toss, blocks, large beads and string, song games, coloring, sing along story books, painting, science, and puppets.

All children participate in daily outdoor recreation and activities (weather permitting). Activities include climbing, sliding, jumping, running, balls, racing, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, safe water toys, various games, and exploring nature/weather

We want our children to learn, play, and grow in a safe, loving environment. We want our daycare to be one that children love attending and parents love visiting. Parents are welcomed and encouraged to visit and participate in center activities.

Summer Activities

During the summer, we enjoy endless activities including: water day, movies, crafts, and exciting games. Some of the summer games and activities include Face Painting, Music, and Movement, Slip n' Slide, Scavenger Hunt, Food Fun, Bubble Blast, Backward Day, and many more.

Camera Viewing

Mama Bear Daycare uses the Bright wheel app to communicate with the parents throughout the day. Each teacher will send parents at least two pictures of their children throughout the day. These pictures will be sent through the Bright wheel app. All classrooms are on 24 hour video surveillance.

Rates and Registration

****Registration fee of \$75.00 per family each year****

The registration fee is required to be paid yearly. We will have each family fill out new paperwork and pay the new year's registration fee by January 31st of each year. The paperwork will be emailed to families by January 10th so families have time to review and complete.

Infants (6 weeks to 12 months)	\$250.00 Week
1 and 3 years old	\$225.00 Week
37 months – 6 years	\$200.00 Week
Drop-In Care (if space is available)	\$ 50.00 a day full day/ \$25 half day

* Tuition is subject to change at the beginning of each calendar year. We will give a one month notice if the rates are changing.

Family Discounts

Multiple Child: \$10.00 weekly discount for each additional child (does not apply to children attending half days)
Active Military: \$10.00 weekly discount

Payment and Late Fees

Mama Bear Daycare accepts Visa, MasterCard, Discover, Checks, Cash, and Money Orders. You can make a payment through the Bright wheel App. Payment is due on Friday of each week. If tuition is not paid by Tuesday at closing time, a \$15.00 late fee will be charged to your account on Wednesday and \$10.00 per day until paid. Children with a past due balance will not be allowed to attend the following Monday unless the past due balance is paid in full. No account will be held for more than one week. We do not carry balances. Payments may be paid bi-weekly or monthly if tuition is paid for in advance. If for any reason you decide to withdraw your child from our center, a two-week notice is required.

Absent Rates

In order to keep staff on payroll we have to charge the contracted agreed rates each week. If your child is absent from the center, you are still required to pay your normal contracted rate. If the Center must close for any unforeseen reason other than weather, you will not be charged for the time it is closed. If a Holiday falls on a weekday and the Center is closed you will still be charged for that day.

If a check is returned to us for any reason, a \$35.00 fee will automatically be charged to your account.

A late charge of \$2.00 per child, per minute will be charged to all parents who do not have their children picked up within 15 minutes after closing time, unless prior notice has been discussed with Mama Bear Daycare management. Late pick-up is not a normal program option and will only be considered as an exceptional occurrence.

Admission Requirements

Mama Bear Daycare accepts children ages six weeks to six years of age. Our daycare operates year-round, Monday thru Friday, 7:00 AM to 6:00 PM.

To enroll in our daycare, you must provide the center with the following required documents: enrollment papers, current immunization record on the Colorado State form, health appraisal form and registration fee.

If during your child's stay with us, there is a change of employment, home address, or telephone number, it is the parent's or legal guardian's responsibility to notify the daycare management in writing of such changes. Our management must be able to always contact responsible parent/guardian during the normal hours of operation of the daycare center.

Mama Bear Daycare admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies or admission policies.

Holiday Closings This Year:

We are closed for the following holidays: New Year's Day 1/1/2025, Memorial Day 5/26/2025, Fourth of July 7/4/2025, Labor Day 9/1/2025, Thanksgiving Day 11/27/2025, Day after Thanksgiving 11/28/2025, Christmas Eve 12/24/2025, Christmas Day 12/25/2025, The day after Christmas 12/26/2025. New Years Eve 12/31/2025, New Years Day 1/1/2026 and the day after 1/2/2025. If we close for any other reason, you will be given a two-week prior notice. In order to keep the center open and staff employed weekly payment will still be required even during holiday closures. We appreciate your understanding on this matter.

Inclement Weather

If the weather is too dangerous for the daycare center to be open, we will notify all parents via text message the morning of that the center will be closed. We will also post it on our Facebook page. As a rule, Mama Bear Daycare Center will follow the same weather closure as District 70 mountain schools. Management of Mama Bear Daycare has the right to make their own decision on closure if needed. Please make sure the office and your child's teacher has any new or updated contact information as they will contact you directly about delays and closures. In the event we experience a severe snow storm or utility outage after the center has opened, we will do all we can to avoid closing to prevent hardships for parents. However, should we have to close, we will provide care until all children are picked up. Outdoor play is a part of each day's activities. If the weather is above 30⁰ F, and it is not actually raining or snowing, please send your child prepared to play outside (mittens, hats, and boots). If the outside temperature exceeds 90⁰, or falls below 30⁰, we will use our indoor activities for active play.

Policy for Drop Off and Pick-Up

Upon arrival, it is the responsibility of the adult dropping off the child to check-in the child and walk them to their classroom. Children are not to be dropped off in the parking lot and allowed to enter unescorted. This is a state regulation.

If a child arrives late to center and the center is closed for some reason please contact Brooke at 719-248-1196 for further assistance.

The parent(s) of the child shall at any time the child is in attendance be permitted access to all childcare areas of the Center and shall make his or her presence known to Center Staff prior to removing the child from the Center

Each parent/legal guardian will document in the enrollment papers the people authorized to pick-up his/her child. Parents will sign children in and out of the facility daily using the Brightwheel App. Parents will also be assigned a pin by the Brightwheel app to be used to enter the building during business hours.

Any other authorized person will be given a pin to use when checking in and out a child.

If you want a person who is not identified as an emergency and authorized person to pick-up your child, you must notify us in advance, in writing, this can be done in the Brightwheel app. Your child will not be released without prior written authorization. The provider will require photo identification from anyone that it is not recognized. Please notify your pick-up person of our policy.

A child will only be released to that person with proper identification, such as a valid driver's license or picture identification. Please keep in consideration that although someone may be on the pick- up list, staff may still ask for I.D if the person picking up is not recognized. We thank you for your help in this matter. We must focus on your child's safety.

To protect your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as emergency and authorized pick-ups. Provisions will be made for someone to stay with your child, if possible, but if after 2 hours we have not been able to reach you or a person listed on an emergency and authorized pick-up, we will call the local child protective services agency.

Withdrawing Your Child

In the event that you choose to withdraw your child from Mama Bear Daycare Preschool and Childcare Center, we ask for two weeks' notice in writing. If in the event we must terminate our services to you, we will give you two weeks' notice in writing. If two weeks is not provided you will be billed for those two weeks and payment is expected prior to termination of care.

Pandemic Policy

In the event we have another pandemic the front desk has a pandemic policy that will be put into place.

Guidance and Discipline

Our goal for the classrooms is that children be well cared for. All children will be happy, clean, and fed nutritiously. Our learning program is especially geared towards fun while the child learns. We strive to make each day a fun, safe, nutritional, and an educationally balanced experience for every child. Our parents are encouraged to visit the center and their child whenever their child is in attendance, and to discuss any questions or concerns with the director or owner.

Our personnel **DO NOT**: Inflict corporal/physical punishment, nor physically or sexually abuse any child. Discipline: **First Time**: Redirection of behavior, such as pounding play dough or playing with another toy. **Second Time**: Talking with the child about the problem, trying to understand the child, and discussing emotions. **Third Time**: Time out chair will be used. Age-appropriate time will be used. **If problem continues**: The child will sit in the director's office or at the front desk and lose the privilege of a favorite activity. We will also notify the parent of the behavior and ask for reinforcement at home. The child may be dismissed if the behavior continues. Dismissal is determined by the Director and at the Director's discretion.

The staff is not allowed to shake, jerk, pinch, or handle roughly any child. Our staff will not verbally abuse or humiliate a child that includes but is not limited to, the use of threats, profanity, or belittling remarks about a child or his/her family. Children are not isolated in a dark room, closet, or in any unsupervised area. Mechanical or physical restraint devices to discipline children are prohibited. If for any reason, an employee of the center is caught doing any of the offenses listed, they will be automatically dismissed and reported to the authorities.

Discipline Policy on Progressive Discipline Plan

Adopted August 2023

Discipline Procedures & Policies

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an

adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Time-Out) – one minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Progressive Discipline Form).

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.
- Physically harms a child or staff member (Serious Situation)

Discipline Procedures for disruptive behavior

- Disruptive Behavior will be addressed in a Progressive Discipline Form. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At Mama Bear Daycare, children will be taught the expectations for age appropriate correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, age appropriate consequences will

follow to communicate that the behavior is not acceptable and will not be tolerated in our school.

It is never the wishes of Mama Bear Daycare to remove a child from the program. However, Mama Bear Daycare has a moral, educational, and responsibility to provide a safe nurturing environment for all the students of Mama Bear Daycare. At times removing a disruptive child, ensures to the other children that they are in a safe place for learning.

The following items will be used in conjunction with the Progressive Discipline Plan

Conferences regarding behavior problems: The parent(s) will be requested to have a conference with the teacher and Director if the following occurs:

The child repeatedly refuses to follow the classroom rules; or

The child becomes physically or verbally violent and is threatening to the other children or the teacher. The Director will be made aware of any behavior problems in the classroom that are problematic to the operation of the class. If the parent(s) and the teacher need further assistance, the Director will meet with the teacher and the parent(s).

1. **Referrals:** If the child's behavior continues to be problematic, it will be recommended that the parent(s) seek outside help and the Director will provide a list of referral resources.
2. **Probation:** The child will be placed on probation after the sixth occurrence for 5 days or until professional help is secured by the parents, the teacher and the Director agree that the behavior has been corrected and the child may return to school.
3. **Dismissal:** The child will be dismissed from the school: (1) if the child's behavior is continually disruptive and threatening to the well-being of the other children or (2) if the parents have not displayed documentation of securing help for the child when requested by the school.

Mama Bear Daycare wishes to work with parents on disruptive behavior. However, Mama Bear Daycare must retain the right to remove a student who has caused a very serious situation to occur at Mama Bear Daycare. This is put in place to serve and protect the integrity of a safe and quality center for children.

Child Abuse

We are required by law to report any suspected child abuse, child neglect, exploitation, or deprivation to the Department of Family and Children's Services.

Reporting Child Abuse

It is the Center's intent to work with and support our families in all areas. Please let us know how we can help you. In compliance with the Colorado Department of Human Services, Division of Child Care, Mama Bear Daycare staff is mandated to report all cases of suspected abuse (physical, emotional, or sexual) or neglect.

The new Colorado Helpline is 1-844-CO-4-KIDS.

Noticing child abuse or neglect isn't easy. Calling is.

The following situation would require a report by our staff:

- Unexplained marks or bruises on a child or marks that seem unlikely to have occurred as explained.
- Marks or bruises on a child that were caused by physical punishment.
- Reports by the child of abuse or neglectful behavior.
- Observations by the staff of verbal or physical abuse, neglected treatment.
- Failure of parents to obtain appropriate medical or dental care for their child.
- Failure of parents to properly provide safety restraints/car seats for their child while in their automobile.

Filing a Complaint

If a problem should occur, it is our hope that the parents will direct any questions or concerns to their child's teacher. If the problem cannot be handled at that level and the Director is unavailable to help. If you wish to appeal the decision made by the director you may contact the Executive Administrator for Mama Bear Daycare, Brooke Boisvert, 719-248-1196. Every effort will be made to review the situation. If you feel licensing is being violated, you may contact the State of Colorado Department of Human Services, Division of Child Care (1575 Sherman St., Denver, CO 80203 – phone 303 866-5958). We truly want to provide a safe and happy environment for your children, and are constantly rechecking ourselves. Your input is truly important!

Meals

Our center will provide breakfast, lunch, and an afternoon snack. Milk, juice, or water is served with all the meals and snacks, also water is offered throughout the day. The meals and snacks for each week constantly vary to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health.

We follow USDA nutrient guidelines. It is imperative you inform us of any food allergies or special diet information that your child may have. This information must be documented by a physician and we must have a doctor's approval to make any substitution.

Children should not bring food except in case of allergies or special diets prescribed by a physician. A doctor's note is required for all food brought from home including special milk and snacks. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Weekly menus are posted on the bulletin board and are available at the beginning of every week. All food products are purchased weekly, bi-weekly, or monthly. The perishable products are bought fresh weekly. Our mealtimes are as followed:

Breakfast: 8:00 AM – 8:30 AM

Lunch: 11:00 AM – 11:30 AM

Snack: 2:30 PM – 3:00 PM

Children that are dropped off at the center after 8:30 AM should have already eaten breakfast. If attending for the day, all children should be here by 11:00 AM.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, nutritional, culturally, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time the dining table is set with plates and flatware, and the food is dished out and placed on the plates before the table is set. Everyone in the classroom sits at the same table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

Breakfast is served at 8:30 AM and Lunch is served at 11:30 AM.

A caregiver who is trained in first-aid for choking is present at all meals.

Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: whole hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

Special Needs Children

If your child has any type of special needs, please notify the front desk or director. We as a daycare center provide for special needs children whenever possible. Please bring a written statement from the doctor that states the type of special needs the child requires.

Infant Care

We provide care for infants starting at 6 wks of age. Parents are required to bring all infant bottles along with either pre-made formula, powered formula, or breast milk daily. Breast milk and premade formula Bottles are to be labeled with the child's name and the current date.

If a child eats baby food or cereal, the parent must supply all baby food with their child's name on the jars or containers. The infant's parent/legal guardian must complete an infant information form and always keep an updated form in the infant area. Left over formula and baby food that has been opened is returned home each day. We cannot retain this overnight. We do provide whole milk.

Parents must provide diapers and wipes for their children. Diapers can be brought daily (at least 8 per day) or in bulk. Diapers will be changed every 2 hours or as needed when soiled.

Parents must bring their child at least 1 change of clothes in case of accidents or soiled clothes.

We ask that parents provide one box of disposable gloves monthly to be used in the diaper changing process.

If a child has a pacifier, please mark the pacifier with your child's name or initials. Children will not be allowed to have pacifiers attached to their clothing or around their neck.

Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors, and mobiles. Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant. Individual crib bedding will be changed daily, or more often as needed. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep. Swaddling will not be permitted. Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided.

Toddler Care

Parents must provide diapers and wipes for their children ages 12 months - 24 months. Diapers can be brought daily (at least 8 per day) or in bulk. Diapers will be changed every 2 hours or as needed when soiled. Parents must provide pull-ups for their children ages 24 months – 36 months who are not potty trained. Our staff is trained to help potty train children ages 24 months – 36 months. During the potty-training process, children will be taken to the restroom several times throughout the day and encouraged to use the toilet. Once a child is using the toilet on a consistent basis, the teacher will instruct the parent to transition their child to underwear. All children will need at least 1 change of clothes kept at the center in case of accidents.

Personal Belongings

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the reception area near check in. Please note that we are not responsible for lost personal property

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

Show and Tell/Sharing:

Please communicate with your child's teacher to schedule an appropriate time to share.

Supervision of Children

To avoid the possibility of a lost child, staff will always:

- Take and record regular attendance when a child arrives and departs each day
- Staff will do name to face attendance check when children are making any transitions i.e., going outside to play, coming back inside, during and after emergency drills, etc.
- Regularly count heads of children as well as multiple name to face checks throughout the day.
- Constantly monitor all areas of the Center
- Immediate report missing child to the Director
- Remind parents to sign in and out daily
- Call the parent immediately if a child is unaccounted for at the center
- Always keep children in sight, children will never be left alone in a room.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease. Water play is only allowed in shallow water tables. In the summer months occasional sprinkler days will be assigned, where the kids can bring swimwear and play in spraying water toys.

Biting

Biting is a normal stage of development that is common among infants and toddlers- and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child that was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Supervision and prevention will be the number one way we help change the behavior. Notes will be written to the family of the child who was

bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Nap Time

Nap time is scheduled from 11:30 – 2:30 pm for ages 1 yr – 5 yr. Infants will nap at various times throughout the day. While at the center, we provide each child with a bed or cot with sheets during nap times. Parents must provide a blanket that will stay at the center. Mama Bear daycare center will wash the blankets at the end of each week. Or if parents wish they can take the blankets home at the end of each week, wash them, and return on Monday. Parents must also provide a change of clothes for each child in case of accidents.

Television

Our normal daily routine does include electronic media (television/TV, video, DVD) viewing. We have songs and morning activities that take place on the TV. Children will not be offered TV as an option of free time. The TV is used as an educational tool. We do schedule fun days where we have movie days and the kids will get to watch a special movie. We may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 30 minutes per week per child.

Postings

We have posted for public viewing the following items: State License, copy of rules, review of evaluation report, communicable disease chart, statement of parental access, names of persons in charge, current weekly menus, emergency plans for severe weather and fire, statement for visitors.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. All staff will pass criminal history records check and have current CPR & First Aid certification. All will participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Administering of Medication

Medicine will be administered at times prescribed by doctor, but only with written authorization and instructions from the child's parent or legal guardian. An authorization form is provided in parent packet. Additional forms can be picked up at the front desk for any medicine that should be taken. Medicine should be in the original container with the child's name clearly marked on the container. Prescription medicine will be given only to the name listed on the label. If the medicine is for more than one child in the family, it should state both names separately on the bottle. Parents must hand the medicine to the director or the designated manager in charge when bringing the child to the center and must take the medicine home each night. Medicine is not allowed in the child's room. We will be glad to administer over the counter medicine according to the directions on the label if a medicine form is completed and the bottle is clearly marked with your child's name. We will not administer fever reducer or any medicine containing fever reducer.

Adverse Reaction to Medication:

If our front office or your child's teacher notices any type of adverse reaction to any medicine or your child has any type of allergic reaction to food or to insect stings, you will be notified as soon as possible. A form will be filled out by our staff indicating reactions and you will receive a copy.

Immunization

Immunization is required. All children who attend daycare must have a certificate of immunization. Parents must submit a proof of immunizations at time of enrollment. This is a state requirement and must be enforced. We ask that each time your child has an immunization; you bring in a new form with current dates and shots. The correct immunization form can be obtained from your pediatrician or local health department.

Exclusion of Sick Children

If your child's temperature is 100.5 degrees or higher, or he/she develops diarrhea, vomiting, or any other contagious symptom, such as but not limited to rash, sore throat, or pink eye, we will notify you to come pick up your child.

If a child is sent home with a temperature, vomiting, diarrhea, or any other contagious symptom, he/ she may not return to the center until 24 hours after the symptom subsides.

We will not administer fever reducer throughout the day to keep a child's fever down. If you would like for your child to have medicine for cough or runny nose, please bring medicine or homeopathic remedies without fever reducer.

There is a notice on our bulletin board in the foyer that is constantly updated listing all illness/diseases present at the center.

A communicable disease chart is posted in the foyer on the bulletin board for your viewing. The chart contains recommendations for the exclusion of sick children and their readmission. This is the course that our state recommends we follow and will be followed.

Any parent, child, teacher, or staff member that tests positive for COVID-19, regardless of vaccination status, may return after 5 days of isolation if they are fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving. Day 0 is the test day for those with no symptoms. For those with symptoms, day 0 is the day symptoms started.

Any parent, child, or staff member who is exposed to someone who test positive for COVID-19 should wear a mask for 10 days and watch for symptoms. Day 0 is the day of last exposure to someone with COVID-19. If symptoms develop, isolate immediately. Exposed individuals should get tested at least 5 full days after last exposure.

*Please note: Masks are not recommended for children under ages 2 years and younger, or for people with some disabilities.

Staff or any other persons being supervised by the staff shall not be allowed in the center that knowingly have or present symptoms of vomiting, fever, or diarrhea.

Notifiable Communicable Diseases

According to the communicable disease chart posted on our bulletin board, there are certain infectious illnesses that must be reported to the health department. These illnesses are referred to as notifiable communicable diseases.

We are required by law to report any suspected case of notifiable communicable diseases to the local health department. It is the parent's responsibility to inform us of a notifiable communicable disease their child or children may have been exposed to. If your child is exposed to a notifiable communicable disease, our center will notify the appropriate parents/guardians that their child may have been exposed as well and recommend proper action be taken.

Handwashing, Health & Safety

Hand hygiene stations will be set up at the entrance of the facility, so that staff and children can clean their hands before they enter.

All adults and children will follow proper hand hygiene guidance, washing hands frequently with soap and water. Hand washing will be performed as follows:

- * Upon arrival in classroom in the morning
- * Before and after eating meals and snacks
- * After blowing noses, coughing, or sneezing or when in contact with body fluids
- * After toileting or changing diapers
- * After returning from outside play

Cleaning and Disinfecting

All surfaces and objects that are frequently touched such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches, will be routinely cleaned, sanitized, and disinfected. All toys and surfaces will be cleaned and sanitized at the end of the day. All toys that are put in a child's mouth will be put into a bucket until cleaned and sanitized.

Written Parental Authorization

We must obtain written authorization from the parent/legal guardian before their children participate in routine transportation, field trips, special activities away from the daycare center.

We do not plan on having field trips anytime in the near future.

Transportation of Students

Mama Bear Daycare only provides transportation for preschool children to and from the elementary school for pick up and drop off to school preschool program.

Parental Access

Parents may visit the center unannounced and at any time that their child is in care. Any information requested by the parent concerning the operation of the childcare center or the care of the child will be provided to parents. The parent(s) will be provided daily communication (verbal/written) regarding the care of the child, especially with infants, toddlers, and nonverbal children.

The infant room welcomes parents/guardians to nurse or feed their infants. Having an open-door policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Visitors to the Center

Parents are encouraged to visit the Center at any time. Remember, all visitors, including parents, must sign-in whenever visiting the Center, for the safety of all our children. An appointment is not necessary, but we encourage you to wait until your child has fully adjusted to the center environment. Other visitors are welcome to visit the Center, but they must identify themselves and their purpose, sign in at the Front Desk in the lobby, and remain with a staff member throughout their stay. No stranger is allowed to wander the Center on his/her own.

Smoking Policy

Mama Bear Daycare is a non-smoking environment. Please extinguish all tobacco products prior to exiting your vehicle. Please do not dispose of tobacco products on the grounds.

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are always non-smoking areas. The use of tobacco in any form is prohibited on the center's premises. Due to second hand smoke effects on children, smoking is not allowed in the parking lot or anywhere on the campus of the school / church.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately. No person shall smoke, vape, use tobacco, or prohibited substances on the premises or in any vehicle being used to transport children during operating hours.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons. They are not allowed anywhere at Mama Bear Daycare.

Emergency Plans

The Center shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly, tornado drills are done monthly during the months April through October and other emergency drills will be conducted every quarter.

We have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center. The Center has in place procedures for evacuation, relocation, shelter-in place, lock-down, communication and reunification with families, and continuity of operations. A copy of our emergency plans is available upon request.

Emergencies

Lost or Missing Child

In the unlikely even that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within five minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with smoke alarms, fire alarms, carbon monoxide alarms, fire extinguishers and safety plans.

Our fire evacuation plan is reviewed with the children and staff on an annual basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Fires/Tornados/Other Emergencies

- Evacuation plan is at the front desk and can be view upon request.
- In the event the Daycare center needs to evacuate to an offsite location, your children will be taken to: Rye Elementary School 8120 Hwy 165 Rye, CO 81069



Items Needed

- ☐ Extra set of clothes that stays at the daycare center.
- ☐ Water bottle that can stay at the daycare center.
- ☐ Bottle of sunscreen to stay at daycare.
- ☐ Package of diapers or pulls up those stays at daycare and package of baby wipes
- ☐ Monthly we request a box of non-latex gloves for changing diapers.
- ☐ Blanket for nap/ rest time. We prefer something like the ones below that have a blanket, pillow and rolls up. If you do not have one of these and you do not want to buy one, then any blanket will do.



Bright wheel app- Please download the Bright wheel app. We use this app to communicate with parents, check in and out each day, record all daily activities etc.