

Sacred Roots Early Learning

Family Policy Handbook

2026-2027 School Year

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1. Welcome and Eligibility

Welcome to Sacred Roots Early Learning, located at 230 N Spruce St, Colorado Springs, CO 80905. This handbook explains our policies and procedures so families know what to expect before, during, and after enrollment. Throughout this handbook, we reference rules from the Colorado Department of Early Childhood's Child Care Facility Licensing Rules and Regulations (8 CCR 1402-1). Please read it carefully, and reach out at any time with questions.

1.1 Our Growth Vision

We chose a house to become Sacred Roots on purpose. We believe a child's first formal educational experience away from home should still feel like home: warm rooms instead of long hallways, a real kitchen and yard instead of a cafeteria and a parking lot, and the same sense of comfort and belonging children already know. Children learn best when they feel safe, known, and cared for as individuals, and a home gives us that foundation in a way a typical school building cannot. That belief shaped every decision about this space, and it will continue to guide how Sacred Roots grows.

Sacred Roots Early Learning is currently in the process of licensing as a Large Family Child Care Home. While we complete that licensing process, Colorado guidelines allow us to take in up to four (4) students per day. Once we are fully licensed, our program will grow to up to 12 students. Opening before full licensure does not mean any corners are cut on safety or compliance; it means we are operating within the interim limits Colorado sets for a program at this stage of licensing.

As we grow, our long-term vision is to renovate our space to meet the building, fire safety, and accessibility (ADA) standards required for a licensed child care center, and to adapt our daily operations, including drills and emergency procedures, to meet center-level requirements. Pursuing a child care center license will be a future step for our program, and we expect to begin that process within the next year. Our program structure and curriculum, class size, and teacher-to-child ratios do not change as we make these steps toward a small child care center license. We will keep families informed when this transition moves forward.

1.2 Eligibility

Sacred Roots Early Learning serves children ages 2.5 to 5 years old. Children must be at least 2.5 years old by the start of the school year and must be toilet independent or actively learning to use the toilet before enrollment begins.

2. Admissions and Registration

Per rule 2.319, admission includes an in-person interview with the family, an explanation of our written policies and procedures, a plan for payment of fees, and completion of registration information and authorizations for the child's record. Per rule 2.320(A), at admission we collect parent and guardian contact information, emergency contact information, the child's health care provider's contact information, written authorization for emergency medical care, and the names of individuals authorized to pick up the child.

2.1 Admissions Process (Founding Year)

Here is the order families can expect, from application to first day of school.

1. Complete the free Admissions Application. There is no cost and no commitment at this step.
2. Attend an optional Information Session, before or after applying, covering our philosophy, program structure, staffing and ratios, founding-year timeline, and licensing status.
3. Admissions Review: our team reviews the application to confirm we can support the child's needs, that the family's schedule fits our ratios and staffing plan, and that our program is a good fit.
4. In-Person Tour and Family Interview, offered once our space is fully ready to safely welcome visitors. During this visit, the Founder and/or Co-Lead Teacher will walk you through the space, discuss your child's developmental stage, temperament, routines, and any special needs, allergies, medications, or dietary requirements, walk you through this Policy Handbook, review the fee schedule and payment method, and confirm your family's schedule fits our capacity and staffing plan.
5. Enrollment Offer, sent after the tour. Families must accept or decline within three (3) business days of receipt, or the offer may be extended to another family. No financial commitment is required before this step.
6. Tuition Placement Deposit, due once a family accepts the Enrollment Offer. The deposit equals one month's tuition, makes enrollment official and binding, and is non-refundable once the space is reserved. It is applied to the first month of attendance.
7. Enrollment Confirmation, including the tuition contract, required health and licensing forms, and orientation details.
8. Founding Family Orientation, a welcome event held before the school year begins.
9. First Day of School.

Founding families also receive a one-time \$200 tuition credit. See Section 3.2 for details.

2.2 Review of Policies and Procedures

At the time of enrollment, and any time this handbook is amended, the family will be given a written copy of our policies and procedures, electronically or in hard copy, and the opportunity to ask questions.

Parent(s)/guardian(s) must sign a document acknowledging receipt of the policies. By signing, they agree to follow, accept the conditions of, and authorize the activities described in this handbook.

2.3 Health, Allergies, Medications, and Special Diets

As part of admission, parent(s)/guardian(s) must disclose any known allergies, medications the child is taking and possible side effects, special dietary requirements, and chronic health conditions. Where applicable, a Department-approved Health Care Plan authorized by the child's health care provider and parent(s)/guardian(s) must be completed before the child's first day of care. Sacred Roots staff working with a child who has a Health Care Plan will be trained and delegated responsibility for carrying it out by a Department-approved Child Care Health Consultant.

2.4 Services for Children with Special Needs

Sacred Roots welcomes children with disabilities, developmental delays, and special health care needs, consistent with the Americans with Disabilities Act. We make reasonable efforts to accommodate each child's needs and to integrate the child fully with their peers. If a child requires care beyond routine accommodation,

including delegation of specific health interventions, Sacred Roots will secure the services of a registered nurse, physician, or Department-approved Child Care Health Consultant to train, delegate, and supervise staff prior to the child's first day of care, as needed. Any individualized health care plan provided by the family and the child's health care provider will be reviewed and followed by all staff working with that child, and updated at least annually or as changes occur.

2.5 Required Paperwork

The following must be completed and on file:

- Admission Record: completed on or prior to the child's first day of care.
- Immunization Record or a valid medical or nonmedical exemption: on or prior to the child's first day of care.
- Authorizations, including emergency medical care authorization and pickup authorization: on or prior to the child's first day of care.
- Health Statement signed by a licensed physician or health care provider: within thirty (30) days of admission, and updated per the schedule in Section 8.3.

2.6 Probationary Period

Sacred Roots uses a two-week probationary period beginning on a child's first day of attendance. During this period, either the family or Sacred Roots may end the enrollment without the standard 30-day withdrawal notice, allowing both parties to confirm fit before a longer-term commitment begins.

2.7 Children's Records

An admission record is completed for each child before or at the time of admission and updated annually or upon any change. It includes: the child's full name, date of birth, current address, and enrollment date; parent/guardian contact information (home, work, cell, and email); names, addresses, and phone numbers of individuals age 16 or older authorized to pick up the child; emergency contacts who may assume responsibility if a parent/guardian cannot be reached; the child's health care provider, dentist, and hospital of choice; health information including chronic conditions, allergies, and immunization history; a dated, annually-updated written authorization for emergency medical care; written authorization for field trips and excursions, as described in Section 4.8; and written authorization for media use, as described in Section 4.10. All records are kept confidential and retained for at least three (3) years after the child leaves our care.

2.8 Nondiscrimination in Admission

Sacred Roots Early Learning admits students of any race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity, disability, or any other characteristic protected by law. We do not discriminate in the administration of our educational policies, admissions policies, or any other program-administered activities.

2.9 Priority and Waitlist

During our founding year, enrollment is first-come, first-served up to our current licensed capacity, described in Section 1.1. Once capacity is reached, interested families are placed on a waitlist in the order inquiries are received.

Priority for future enrollment is given to:

- Currently enrolled students.
- Siblings of currently enrolled students.
- Families on the waitlist.

3. Fees and Payment

Per rule 2.316(B)(3), this section sets out our fee schedule and the expectations and responsible party for fees incurred or reimbursed when a child does not attend, or during a special activity, field trip, suspension, expulsion, or withdrawal.

3.1 Tuition

Tuition is based on the schedule selected by the family and is due on the first day of each month, payable by electronic payment via Brightwheel. The parent(s)/guardian(s) named on the enrollment agreement are financially responsible for tuition and fees.

Schedule	Program Hours	Monthly Rate
M to F Early Learning Program	8:30 to 2:30	\$1,675/month
M to F Extended Learning Program (optional add-on)	2:30 to 5:00	\$275/month
M/W/F Early Learning Program	8:30 to 2:30	\$1,275/month
M/W/F Extended Learning Program (optional add-on)	2:30 to 5:00	\$250/month
T/Th Early Learning Program	8:30 to 2:30	\$975/month
T/Th Extended Learning Program (optional add-on)	2:30 to 5:00	\$225/month

Families select their schedule and, if desired, opt into the Extended Learning Program at enrollment. The Extended Learning Program rate is in addition to the Early Learning Program rate for the corresponding schedule.

3.2 Tuition Placement Deposit

A placement deposit equal to the first month's tuition is required to secure your child's space and is applied to the first month of attendance. Because enrollment is intentionally limited and each space is prepared specifically for the enrolled child, the deposit is non-refundable once the space is reserved.

As a thank-you to our founding families, Sacred Roots provides a one-time \$200 tuition credit. This credit does not reduce the placement deposit due at the Enrollment Offer step. Instead, it is issued as a credit or refund once enrollment is confirmed.

3.3 Absences (Sick Days, Vacation Days)

Tuition is charged based on your child's enrolled schedule, not attendance. Full tuition is due for scheduled days regardless of absence due to illness, vacation, or any other reason, since Sacred Roots holds your child's space and maintains staffing and ratios whether or not the child attends.

3.4 Admission Fee

A non-refundable admission fee is ordinarily required for staff to review a family's application. This fee is waived for our founding year. In future years, the admission fee will be \$50 and is non-refundable.

3.5 Enrollment Fee

A non-refundable enrollment fee is ordinarily required to secure a child's spot. This fee is waived for our founding year. This fee covers administrative costs, materials preparation, and classroom setup. In future years, the enrollment fee will be \$100 and is non-refundable.

3.6 Enrollment Renewal

An enrollment renewal fee is ordinarily required to confirm continued enrollment for the upcoming year. This fee is waived for our returning families in 2027. This fee covers updating files, other administrative costs, materials preparation for the following year, and classroom setup. In future years, the enrollment renewal fee will be \$50 and is non-refundable.

3.7 Special Activities and Programs Outside Sacred Roots

Per rule 2.316(B)(5), this section describes how Sacred Roots and families share responsibility when an optional activity or program takes place outside our regular program, such as an outside enrichment class, community program, or visiting specialist, whether or not it involves leaving our premises.

- Participation in any special activity or program outside our regular program is optional unless otherwise stated in writing, and Sacred Roots will notify families in advance of the activity, its purpose, and any cost.
- Special activities and programs are planned to include every enrolled child. If a family has a question or concern about a specific activity, we welcome that conversation so we can find a way to include their child.
- Any additional fee for a special activity or outside program is the responsibility of the parent(s)/guardian(s) and is communicated before the activity takes place. Sacred Roots does not require payment for an activity a child does not attend.
- Written parent or guardian permission is obtained before a child participates in any special activity or program outside our regular daily program.

3.8 Off-Site Learning Days

Routine off-site learning days, such as visits to local parks, trails, and open spaces, are included in tuition at no additional cost. Any special activity or program with an additional fee is handled as described in Section 3.7: families are notified of the cost in advance, and payment is the responsibility of the parent(s)/guardian(s).

3.9 Suspension, Expulsion, and Withdrawal Fees

If you need to withdraw your child from Sacred Roots, we require thirty (30) days written notice. Tuition is due for the full 30-day notice period regardless of attendance during that time.

If Sacred Roots ends a child's enrollment (suspension or expulsion), the following applies, consistent with the Suspension and Expulsion Procedure in Section 5.4:

- Behavioral concerns or non-payment: if, after the documented support steps described in the Suspension and Expulsion Procedure, Sacred Roots determines continued enrollment is not appropriate, the same thirty (30) days written notice and tuition obligation applies as with a family-initiated withdrawal. The family will be notified in writing of the decision and the effective date.
- Immediate health or safety threat: if a child's behavior poses an immediate, serious risk to their own safety, the safety of other children, or the safety of staff, Sacred Roots may end enrollment effective immediately. In this case, the 30-day notice period does not apply, and the family owes tuition only through the child's last day of attendance.

3.10 Schedule Changes

Schedule changes may be considered subject to availability.

3.11 Early Arrival and Late Pickup

Per rule 2.316(B)(4), this section describes the procedure, including any fees, for a child arriving or departing outside our agreed-upon hours of care.

- Sacred Roots does not offer early drop-off. Children may not be dropped off before the start of our posted hours of operation.
- Late pickup: if a child is picked up after our posted closing time, a late fee of \$1.00 per minute will be charged, beginning at closing time and calculated to the minute the parent/guardian or authorized pickup person arrives.
- Late fees are due at the time of pickup or added to the next tuition statement, and are the responsibility of the parent(s)/guardian(s) named on the enrollment agreement.

See Section 4.3, Procedure When a Child Is Not Picked Up, for what happens if a parent/guardian cannot be reached after closing.

4. Daily Operations

4.1 Hours of Operation and Closures

Sacred Roots is open Monday through Friday, 8:30 a.m. to 5:00 p.m. Regularly scheduled closed days (holidays, breaks, and professional development days) are available on our website under Family Resources at sacredrootsearlylearning.com.

If the provider and/or staff is unable to open due to staff illness or a family emergency that prevents the school from safely operating within CDEC's rules and regulations, families will be notified by text and email as early as possible and no later than 6:00 a.m. on the day of closure.

4.2 Authorization to Pick Up a Child

Per rule 2.316(B)(2) and rule 2.317(C), children will be released only to persons age 16 or older whom the parent(s)/guardian(s) have authorized in writing on the child's Admission Record. If the person picking up the child is not known to Sacred Roots staff, picture identification will be required before release.

- In an emergency, a child may be released to a person age 12 or older for whom verbal authorization has been given by the parent(s)/guardian(s).

If an individual not authorized on the child's record attempts to pick up the child, Sacred Roots will decline release, attempt to contact the parent/guardian immediately, and contact local authorities if the situation is not resolved.

If a parent or guardian arrives to pick up a child while appearing to be under the influence of drugs or alcohol, Sacred Roots will not release the child to that individual, will attempt to contact another authorized emergency contact, and will contact local authorities if necessary.

4.3 Procedure When a Child Is Not Picked Up

If a child remains at Sacred Roots after closing and the parent(s)/guardian(s) and all emergency contacts cannot be reached, the provider will continue attempting contact. If the child remains unclaimed after one hour, staff will notify the local county department of social services or police as necessary to ensure the child's safety.

4.4 Procedure for a Child Separated from the Group

If a child becomes separated from the group outside of staff supervision, or if local authorities are contacted regarding a missing child, Sacred Roots staff will immediately begin searching the premises and surrounding area, notify the parent(s)/guardian(s), and contact local authorities if the child is not located promptly. As required by rule 2.318(B), a written report will be submitted to the Department within twenty-four (24) hours of the event, including the child's information, the circumstances of separation, and all actions taken to locate the child.

4.5 Substitute Care

Sacred Roots maintains a plan for qualified substitute care in the event the primary provider is unavailable. Parent(s)/guardian(s) will be notified each time a substitute is used to supervise their child in the absence of the primary provider or an equally qualified provider. Responsibility for arranging back-up care in situations beyond a routine substitute rests with the Owners.

4.6 Clothing and Personal Equipment

Parent(s)/guardian(s) are responsible for supplying their child with weather-appropriate clothing and equipment needed for indoor and outdoor activities. Please label all personal belongings with your child's name. Extra clothing (a full change of clothes) must be kept on-site at Sacred Roots at all times.

4.7 Storage, Loss, Damage, or Theft of Belongings

Personal belongings brought from home are stored in each child's individually labeled cubby or bin. Sacred Roots takes reasonable care of children's and families' personal belongings but is not responsible for loss,

damage, or theft of personal items brought onto the premises. We recommend labeling all items and leaving valuable or irreplaceable items at home.

4.8 Field Trips and Excursions

Scheduled field trips and excursions require advance written or electronic notice to families, including location(s), estimated time of attendance, and a phone number to reach the provider during the trip, along with written parent/guardian permission for each scheduled trip.

Unscheduled field trips or excursions require notification to parent(s)/guardian(s) upon departure, by written or electronic means, including location(s), estimated time of attendance, and a contact phone number.

Routine trips, such as daily transportation to or from care, require annual written or electronic authorization including departure/arrival times and pickup/drop-off locations.

4.9 Transportation

Sacred Roots provides transportation via bus. All children are secured using five-point harness restraints appropriate for their age and size, meeting Colorado child passenger safety law requirements (sections 42-4-236 and 42-4-237, C.R.S.). Drivers are Sacred Roots teachers who hold a current, valid Colorado driver's license, maintain a clean driving record, and hold current Department-approved First Aid and CPR certification. A first aid kit and fire extinguisher are kept in the vehicle at all times.

Two or more children are never restrained in a single seat belt or restraint system. It is the driver's responsibility to ensure each child is properly secured before the vehicle moves. Children are never left alone in the vehicle, and are loaded and unloaded safely, out of the path of moving vehicles. The vehicle is enclosed, kept in safe operating condition, and does not carry more passengers than the manufacturer's specifications or available restraint systems allow.

Written permission is obtained from the parent(s)/guardian(s) for transportation of their child. Sacred Roots staff supervise each child from the vehicle to the authorized locations until the child is safely in the care of another adult, and supervise children remaining at Sacred Roots during transport runs.

4.10 Media and Screen Time

Sacred Roots rarely uses media, and when we do, it serves an educational purpose only. Families are notified in advance and receive a copy of any video before it is shown. Educational videos are generally under two minutes and are always developmentally appropriate, free of explicit language, violence, profanity, nudity, or sexual content.

Consistent with rule 2.334, screen time for children ages 2 to 5 is limited to no more than sixty (60) minutes per day and is never offered during snack or meal times. Screen time may exceed sixty (60) minutes only for a special occasion, and not more than once every two (2) weeks.

4.11 Meals and Snacks

Sacred Roots does not provide meals or snacks. Families are responsible for packing enough food for their child to cover the schedule they are enrolled in. Some lesson plans involve preparing or tasting food. In these cases, families are notified in advance so we can accommodate any food restrictions or allergies.

Sacred Roots is not a nut-free school. When a family shares a known allergy with us, we accommodate it, adjusting classroom activities and food-related lessons as needed, and we treat that information confidentially, sharing it only with the staff who need it to keep your child safe.

When a child in our care has a life-threatening allergy, staff visually check lunches and snacks at drop-off, before they enter the classroom, for any food identified as unsafe for that classroom. If an unsafe item is found, it is sent home with the adult dropping off when possible, or stored securely away from the classroom and returned at pickup. Families of children with life-threatening allergies provide a small supply of shelf-stable emergency meals or snacks, which we store separately and use if an item must be removed or a lunch is forgotten. We notify families the same day so the supply can be replenished. Sacred Roots also keeps general shelf-stable food on hand so that no child goes without a meal. Because a visual check cannot identify every ingredient, we ask families to review labels at home and pack accordingly.

The following guidelines apply to food in the classroom:

- Food allergies and special dietary needs identified at admission are accommodated; substitutions are documented and communicated to families.
- Children are encouraged, but never forced, to eat or drink.
- Sugar-sweetened beverages are never served. If 100% fruit juice is offered, it is limited to no more than twice per week.
- Filtered water is available at all times.
- Food and beverages are never used as a reward or withheld as punishment.

4.12 Infant Feeding and Bottle-to-Cup Transition

Rule 2.316(B)(17) requires a written policy on transitioning a child from breastfeeding to a bottle or cup, or from a bottle to a cup. Sacred Roots enrolls children beginning at 2.5 years of age and does not provide infant feeding, bottle feeding, or breastfeeding support. This policy does not apply to our program. Any family whose child is transitioning from a bottle to a cup at home is welcome to share their approach with staff so we can stay consistent with routines during the school day.

5. Behavior Guidance

5.1 Behavior Guidance and Discipline

Sacred Roots uses positive, developmentally appropriate guidance to teach children social-emotional skills such as self-regulation, problem-solving, and empathy. Our approach:

- Promotes warm, responsive relationships between children, staff, and families. Staff greet each child individually at drop-off, use consistent daily routines so children know what to expect, get down to a child's eye level during conversations and redirection, and check in with families at pickup about how the day went. Staff also hold brief check-ins with each other to stay consistent in how they respond to each child.
- Maintains a culture that supports children's mental health and social-emotional well-being. Our classroom includes a designated calm-down space children can use to self-regulate or co-regulate, a

consistent daily rhythm that limits unnecessary transitions, and regular circle-time activities that name and normalize emotions, such as feelings check-ins and books about big feelings.

- Uses strategies that support positive behavior, pro-social peer interaction, and social-emotional competence. Examples include giving specific praise for positive choices, offering limited choices to build a sense of control, using visual schedules and timers to ease transitions, and modeling and coaching conflict resolution between peers rather than resolving it for them.
- Provides individualized support for children who need it. Examples include a personalized visual behavior chart or social story for a child working on a specific skill, extra one-on-one transition support for a child who struggles with change, a modified quiet-time routine for a child who doesn't nap, or a written support plan developed with the family and, where appropriate, an early childhood mental health consultant. The goal of this individualized support is always to help the child succeed in the classroom and to prevent suspension or expulsion.

Children are never subjected to physical or emotional harm, humiliation, corporal punishment, or physical, mechanical, or chemical restraint. Children are never punished for toileting accidents, not sleeping, not finishing food, or for a parent's actions, such as late payment. Meals are never withheld as discipline. When separation is used as guidance, it is brief, age-appropriate, and always within sight and hearing of a staff member. Children are never isolated in a locked room or closet.

5.2 Communicating About Behavior

Sacred Roots believes ongoing, two-way communication about behavior works best before small concerns grow into bigger ones.

- Day-to-day: staff share brief updates at pickup about how the day went, including any notable behavior, positive or challenging.
- Ongoing patterns: if a behavior pattern emerges, such as repeated difficulty with a transition or peer conflict, the primary provider will reach out to the family within 48 hours to share what staff are observing and to begin problem-solving together, rather than waiting for a scheduled conference.
- Families are always welcome to raise a behavior question or concern with the primary provider at pickup or drop-off, by phone, or by message, and can expect a response within one business day.

5.3 Resources for Families

Sacred Roots wants families to feel supported, not alone, in navigating their child's behavior and development. We are happy to talk through concerns, share what we're seeing in the classroom, and, when helpful, connect families with outside resources, including:

- Colorado's Early Childhood Mental Health Consultation (ECMHC) program, which offers free consultation to families and providers on young children's social-emotional development and behavior, available through the Colorado Department of Early Childhood.
- Colorado's Early Intervention program, for children under 3 with developmental concerns, and Child Find, for children ages 3 to 5.
- Referrals to a child's pediatrician or a licensed mental health provider, where appropriate.

Sacred Roots may also consult directly with an early childhood mental health consultant or other specialist, with family involvement, to help develop an individualized plan for a child who needs additional support.

5.4 Suspension and Expulsion Procedure

Per rule 2.316(B)(19), the following steps are taken, and documented, prior to any suspension, expulsion, or request that a family withdraw a child due to behavioral concerns:

- Staff observe and document the challenging behavior and the context in which it occurs.
- The provider communicates concerns to the family and collaborates on a plan to support the child. This communication begins as early as possible, consistent with Section 5.2, so families have the opportunity to partner on a plan before more serious steps are considered.
- If needed, the provider consults an early childhood mental health consultant or other specialist to develop an individualized support plan.
- If, despite these steps, the provider determines continued enrollment is not appropriate, the family will be notified in writing of the decision and the effective date.

Fees associated with provider-initiated withdrawal are described in Section 3.9.

6. Rest, Toileting, and Outdoor Play

6.1 Rest Time and Equipment

Each child remaining in care longer than five (5) hours is provided a rest period between the hours of 12:30 p.m. and 2:00 p.m. Rest is scheduled appropriately for each child's age and development and is never forced. A child who has not fallen asleep after thirty (30) minutes is offered a developmentally appropriate alternative quiet activity. Each child is provided a suitable mat at least two inches thick, cot, bed, or sofa, with a clean, washable sheet and blanket laundered between uses by different children. During rest time, staff remain alert and supervise all children by sight or sound.

6.2 Toileting

Children enrolled at Sacred Roots must be toilet independent or actively learning to use the toilet. For children who are learning, we accommodate individual developmental needs and abilities in partnership with the family.

Our toileting support procedure: staff offer scheduled bathroom reminders and visits throughout the day, and respond promptly whenever a child indicates the need to use the toilet. Progress and any accidents are communicated to families daily so that home and classroom approaches stay consistent.

Families are asked to supply a labeled change of clothing, and diapers or pull-ups as a secondary precaution during the toilet-learning period, to be used in addition to, not instead of, regular toilet visits.

On field trips and other off-site outings, where a standard restroom may not be available, Sacred Roots brings a portable toilet to support children who are toilet training so their routine can continue as consistently as possible while off-site. As a secondary precaution for the trip, children who are actively toilet training must wear a diaper or pull-up in addition to using the portable toilet on the group's regular schedule. Diapering,

when needed, follows the same hygiene and supervision procedures used in the classroom: a private, sanitary changing process, hands washed by both child and staff member afterward, and prompt, discreet handling of soiled items.

6.3 Outdoor Play

Outdoor play is offered to all children daily, except when weather severity, including temperature extremes, poses a health hazard, or when a child must remain indoors per written instruction from a health care provider or health care plan. Developmentally appropriate supervision is provided at all times during outdoor play.

6.4 Sun Protection

Prior to outdoor play, parent(s)/guardian(s) provide written authorization and instructions for their child's sun protection. Sacred Roots supplies Sky and Sol, a limited-ingredient, non-toxic, SPF 50 sunscreen, applied before outdoor play and reapplied as directed by the product label. Families may also choose alternative or additional protection, such as hats, long sleeves, or shade structures.

If a child has a known allergy or sensitivity that makes our in-house sunscreen unsuitable, the family may supply their own preferred sunscreen instead. Staff use gloves when applying a family-supplied sunscreen to prevent cross-contamination with Sky and Sol.

6.5 Insect Repellent

Prior to outdoor play, parent(s)/guardian(s) provide written authorization for insect repellent. Sacred Roots supplies EarthKind's Stay Away® Mosquitoes Insect Repellent, used on an as-needed basis, including as a precaution on our off-site learning days, and applied as directed by the product label.

If a child has a known allergy or sensitivity that makes our in-house repellent unsuitable, the family may supply their own preferred insect repellent instead. Staff use gloves when applying a family-supplied repellent to prevent cross-contamination.

6.6 Protection from Secondhand Smoke

Smoking and vaping are prohibited at all times in any area used for child care and in any vehicle used to transport children in care, in order to protect children from exposure to secondhand smoke.

7. Health and Safety

7.1 Illness, Injury, and Emergency Notification

Parent(s)/guardian(s) are notified promptly by telephone of any injury or illness occurring while their child is in care, including injuries or illnesses not requiring medical attention. In the event of a serious injury or illness, the child is separated from the group, made comfortable, given first aid as needed, and the family is contacted immediately. Medical assistance is obtained without delay if warranted.

7.2 Exclusion of Ill Children and Readmission

A child will not be admitted, and must be picked up if symptoms appear during the day, if any of the following are present:

- Fever of 100.4°F or higher, combined with behavior changes or other signs of illness.
- Vomiting two or more times in the past 24 hours.
- Diarrhea (loose or watery stool not caused by diet) two or more times in the past 24 hours, or diarrhea that is not contained by a diaper or toileting.
- Signs of a possible contagious illness, such as an undiagnosed rash, persistent cough, difficulty breathing, unusual lethargy, or a sore throat with fever.
- Untreated, suspected contagious infections such as pink eye, strep throat, ringworm, head lice, scabies, impetigo, or chickenpox.
- Any illness that prevents the child from participating comfortably in daily activities, or that requires more one-on-one care than staff can safely provide while supervising the rest of the group.

A child may return to care when:

- They have been fever-free for 24 hours without the use of fever-reducing medication, and
- They have been free of vomiting and diarrhea for 24 hours, and
- For a diagnosed contagious illness (e.g., strep throat, pink eye, impetigo), they have completed the exclusion period required for that illness and, where applicable, 24 hours of antibiotic or other prescribed treatment, or
- A health care provider has provided written clearance to return to group care.

Parent(s)/guardian(s) will be notified as soon as possible if their child develops symptoms requiring exclusion during the day and must arrange pickup promptly.

7.3 Medication Administration

Children may not bring medication to Sacred Roots unless accompanied by a responsible adult. Routine medication (prescription or over-the-counter) may only be administered with a current written order from a health care provider with prescriptive authority and written parental consent, by a provider or staff member who has completed the Department-approved medication administration training. Medications are kept in their original labeled container, stored locked and inaccessible to children (refrigerated medications in a separate, leak-proof container), and a written medication log is kept for each child. Home remedies, homeopathics, vitamins, and supplements are never administered.

7.4 Medication Disposal

Expired or leftover medication is the responsibility of the parent(s)/guardian(s) to pick up promptly once identified. If a parent or guardian does not retrieve the medication after being notified, Sacred Roots will dispose of it in accordance with Colorado Department of Public Health and Environment (CDPHE) medication disposal guidance.

7.5 Adverse Weather Closures

In the event of extreme weather (temperature extremes, severe storms, or hazardous road conditions), Sacred Roots will determine closure based on road conditions, weather advisories, and D11 school district closures.

Families will be notified as early as possible, and no later than 6:00 a.m. on the day of closure, by text and email. Tuition still applies on a weather-closure day, the same as any other scheduled closure.

7.6 Emergency and Disaster Preparedness

Sacred Roots maintains written emergency plans, reviewed at least annually, covering fire/evacuation, severe weather, lockdown, shelter-in-place, and active-shooter situations. These plans include primary and secondary escape or shelter routes, procedures for assisting anyone unable to evacuate unassisted, a method for accounting for all persons evacuated, primary and alternate means of notifying emergency responders, an outside meeting location, procedures for reunifying children with families after an emergency, and provisions for evacuating children with disabilities. Fire and other emergency drills are conducted and logged as required by rule. You will receive a separate policy to be signed that states all details regarding emergency and disaster preparedness.

7.7 Child Abuse Reporting

Colorado law requires Sacred Roots staff to report suspected child abuse or neglect. Reports may be made to the statewide Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437), available 24 hours a day, or directly to the El Paso County Department of Human Services at (719) 444-5700, or to local law enforcement.

8. Immunizations and Health Records

8.1 Immunization Requirements

Colorado law requires children attending preschool to be immunized against certain diseases or to have a valid exemption on file. Families must submit one of the following:

- Certificate of Immunization (completed by a healthcare provider).
- Valid medical exemption (signed by a licensed physician).
- Valid personal or religious exemption (with required documentation).

Immunization records must be submitted before the child's first day of attendance.

8.2 Non-Immunized and Under-Immunized Children

Sacred Roots may enroll children who are not immunized or are under-immunized, provided the family has submitted a valid medical or nonmedical exemption as described in Section 8.1. Families of other enrolled children will be notified, in a manner that protects individual privacy, that a non-immunized or under-immunized child is present in the classroom, consistent with Colorado Board of Health disclosure requirements.

8.3 Health Statements After Admission

Within thirty (30) days of admission, and within thirty (30) days following expiration, parent(s)/guardian(s) must submit a statement of the child's current health status, signed and dated by a health care provider who has seen the child within the last twelve (12) months (or six (6) months for children under 2.5 years). For children ages 2 to 7, health statements are updated per American Academy of Pediatrics recommendations or

as required in writing by the health care provider. For children 7 and older, health statements are updated every three (3) years.

9. Facility, Recalls, and Animals

9.1 Recalled Toys, Equipment, Furnishings, and Food

Sacred Roots routinely checks toys, equipment, furnishings, and food items against current recall notices, including via the U.S. Consumer Product Safety Commission and USDA recall listings, and removes any recalled item from use immediately upon identification.

9.2 Animals in Care

Sacred Roots does not currently keep any animals on the premises.

Consistent with rule 2.316(B)(36), families are advised that the Centers for Disease Control and Prevention, the American Academy of Pediatrics in Caring for Our Children, and the Colorado Department of Public Health and Environment recommend that chickens, reptiles, and amphibians be kept inaccessible to children under age 5, and that these animals are not considered suitable for a school or child care setting serving children under age 5, due to a higher risk of infection and more severe illness in young children. Because Sacred Roots serves children ages 2.5 to 5, we do not keep chickens, reptiles, or amphibians on our premises.

If this policy changes, families will be notified in writing in advance, consistent with Department guidance on animals in child care settings.

10. Your Rights as a Family

10.1 Filing a Complaint

Families may file a complaint about Sacred Roots Early Learning with the Colorado Department of Early Childhood, Division of Early Learning, Licensing, and Administration, 710 S. Ash St., Denver, CO 80246. Child Care Complaint Line: 303-866-5958, or 1-800-799-5876.

10.2 Access to the Official Rules

The complete text of the Rules Regulating Family Child Care Homes (8 CCR 1402-1, section 2.300) is available at no cost from the Colorado Secretary of State's website at www.sos.state.co.us/CCR, and is available for inspection and copying at the Colorado Department of Early Childhood, 710 S. Ash St., Denver, CO 80246, during regular business hours. A copy is also available for review on site at Sacred Roots upon request.

11. Family Acknowledgment and Signature

I have read and understand this Policy Handbook. I agree to comply with all enrollment requirements, including providing required documentation, paying tuition and fees on time, and providing proper notice if withdrawing my child.

Child's Full Name: _____

Child's Date of Birth: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Second Parent/Guardian Name (if applicable): _____

Second Parent/Guardian Signature: _____ Date: _____

Contact Information

Sacred Roots Early Learning

Address: 230 N Spruce St, Colorado Springs, CO, 80905

Email: sacredrootsearlylearning@gmail.com

Website: sacredrootsearlylearning.com

Founder: Sierra Hiner

Co-Lead Teacher: Samantha Andrews

Hours of Operation: 8:30 a.m. – 5:00 p.m.

Days of Operation: Monday – Friday

This handbook was last updated on August 19, 2026 and is subject to revision. Families will be notified in writing of significant policy changes. The current version is always available upon request.

Welcome to the Sacred Roots Early Learning community. We look forward to partnering with you in your child's growth and learning journey.