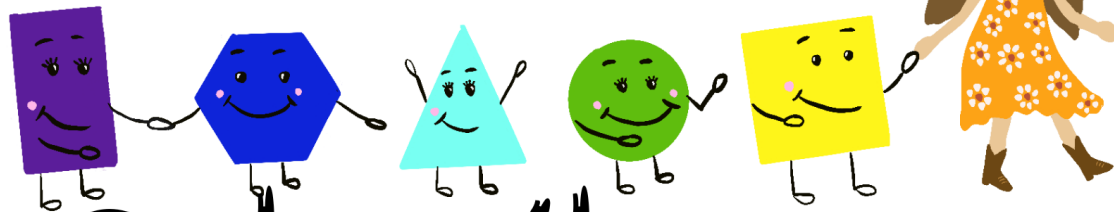


# Miss Sarah's



# Schoolhouse

## Policies/ Procedures Family Handbook

Miss Sarah's Schoolhouse LLC  
Sarah Walker  
970.388.0481  
101 Ash Street Windsor, CO 80550  
Updated: 3.2023

# Table of Contents

Mission	pg 3
Overview	pg 3
Operation Hours	pg 3
Daily Schedule	pg 4
Curriculum Information	pg 4
Philosophy	pg 5
Admissions/Registration	pg 6
Infant and Toddler Care	pg 7
General Goals and Objectives for Preschoolers	pg 10
Accreditation	pg 12
Daily Operations	pg 12
Drop Off/Pick Up	pg 13
Late Pick Up	pg 13
Emergency Care	pg 14
Substitute care	pg 14
Vacation and Holidays	pg 14
Fees and Payments	pg 15
Absences and Dismissals	pg 15
Clothes	pg 16
Outdoor Play	pg 16
Second Hand Smoke	pg 16
Screen Time	pg 16
Meal and Snack	pg 17
Field Trips	pg 17
Transportation	pg 18
Illness	pg 18
Allergies	pg 20
Drug Administration	pg 20
Infectious Disease Policy	pg 20
COVID Information	pg 21
Classroom Prevention of Communicable Disease	21
Provider and Substitutes	pg 22
Accidents and Emergencies	pg 22
Immunizations	pg 22
Fire Tornado Lockdown and Flash Flood Drills Evacuation	pg 22
Special Needs Accommodations for Evacuation	pg 23
Abuse and Neglect	pg 24
Discipline and Management	pg 25
Assessment	pg 26
Confidentiality	pg 27
Parent Involvement	pg 27
Communication	pg 28
Resolving Parent Issues and Concerns	pg 28
Recalls	pg 29
Preschool to Kindergarten	pg 30
Factors to Consider before Enrollment	pg 30
American Disabilities Act	pg 30
Loss or Damage to Students Personal Property	pg 31
Enrollment/Registration Checklist	pg 32

## MISSION

It is our Mission here at Miss Sarah's Schoolhouse, to provide the best in-home learning environment for your family. It is our belief that early education and fellowship go hand in hand. At Miss Sarah's, we will operate as your families' biggest advocates for the most growth, love and success possible. We hold our biblical core values dear and strive to raise up your little walkers in the truth and the light right alongside you.

Matthew 18:5 And whoever welcomes one such child in my name welcomes me.

Matthew 19:14 Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Mark 10:14 When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."

Luke 18:17 Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it."

## OVERVIEW

Miss Sarah's Schoolhouse LLC is a large in-home early education care provider. We are licensed to care for up to 8 students between the ages of infancy and 18 with one provider; 12 students with two providers. We specialize in providing care for Kindergarten preparation for ages 3-5. Our license number is 1751946. We are located at 101 Ash Street Windsor, Colorado 80550. We established our learning center in summer 2020 and have been providing licensed care since February 2021.

We operate on a schedule similar to the local school districts.

## OPERATING HOURS

Miss Sarah's Schoolhouse is open from 8:30 am to 4:00pm, pick up no later than 4:00 pm, Monday through Thursday. Our school year operates similarly to the Windsor School District. Please review our school calendar for scheduled holidays. Over the summer, we offer multiple summer camps. Please review our school calendar supplied in your enrollment folder for specific holidays and events scheduled.

## DAILY SCHEDULE

8:30 am Breakfast  
9:00 am - 9:45 am - Block 1  
10:00 am - 10:30 am - Morning Story  
10:30-11:15 am- Gross Motor  
11:15- 12:15 Block 2  
12:15-1 pm - Lunch  
1:00- 1:45 Block 3  
1:45-2:30 Block 4  
2:30 Snack  
2:45 pm - 3:30 pm Block 5  
3:30pm - 4 : 00 pm clean up / pick up

Each day, we break the day up in colored “blocks.” Every day rolls out differently for kids in early learning. While we do want to be flexible for all of the ins and outs of growing up together, we also need to have some consistency in our routines to create a joy for learning, an easy way to observe and teach each kiddo individually and enough of a routine, for our littles to feel secure in what to expect when they do venture off into kindergarten.

One block

Calendar, Question of the day, Mighty Minutes and Sign language and group discussion.

Another block of the day

choice activities and personal learning exploration.

Third block

is a creative block

Fourth Block

Small Group learning

Fifth Block

Large group learning

## CURRICULUM INFORMATION

Teaching Strategies Gold ®

Creative Curriculum

Tadpoles ®, ReadyRosie ®

Horizons ® Christian curriculum

The Bible

Colorado Shines

Utilizing Teaching Strategies Gold and their Creative Curriculum, families and our school has access to tools like transparent lesson planning, games and education resources for families through Ready Rosie, communication streams through tadpoles, developmental grading systems through My Teaching

Strategies, and so much more. We are able to create a well tailored program that encourages our students to reach and exceed these milestones at their individual pace.

Horizons Christian Curriculum helps us reach our goals in early childhood development, while having a biblical foundation. Families are welcomed and encouraged to follow along in our studies, to continue the fluidity of teaching spiritual principles right along with their ABCs and 123s.

We use a few different Bible tools in our Studies. We reference the New International Version of the Holy Bible, The Life Application Study Bible and The Message. We believe using different translations helps with translating to our children and live out the message.

We Use Colorado Shines for our standards of providing licensed early education, continued education resources, curriculum resources, and family resources.

We believe it is important to be transparent with families as we teach about both the life of Jesus and the goals of early childhood development. Please reach out if you would like to have any of the resources we use for education provided to you.

Each day, we will utilize MyTeaching Strategies curriculum in the first 3.75 hours of the day, to satisfy the UPK 15 hours a week scheduled curriculum requirements. After we meet the 3.75 UPK hours we utilize the rest of our day for our faith related learning activities, field trips, extra activities (music volunteers, sports volunteers, freedom in our learning etc) and many other opportunities to learn and grow until our parents pick us up at the end of the day.

## PHILOSOPHY

Early childhood is considered birth through age 8. The development of children during these years is crucial in their foundations of how they interpret the world and establish themselves in their identity.

We utilize a multifaceted approach to early education. We believe that

- With guidance, children are the leaders in their learning
- Children thrive in an environment where the freedom of a curious learner is nurtured
- They should be encouraged to reach their next developmental milestone
- The sooner a child is in an environment that encourages faith in Jesus Christ, the more equipped they are to thrive in the world

By having a small home setting, we are able to

- love each individual child, better
- focus on each student's developmental needs
- help them achieve their own goals

- have meaningful relationships
- challenge them to continue to grow
- enjoy the adventures of being little, for just a little longer
- help them learn how to make friends and be a friend
- help them have a great launching pad for whatever comes their way from kindergarten and beyond

It is our heart to provide the best environment for your child(ren) to grow and learn spiritually, physically, academically, socially and emotionally. Early Education is where each of us develop our foundation for learning and identity. The early stages of learning need high levels of social and emotional interaction and input.

We are grateful to have the honor to help your child(ren) be encouraged in their journey of growing up. We believe that children thrive in an environment where they feel loved and respected. Where there is grace and structure. Where laughter truly is the best medicine and God's love is communicated in all that we do. In this atmosphere, children thrive. Working together, expressing themselves, listening, developing independence and friendships and finding a love to learn and discover is important during children's early developmental stages.

By providing your child with a safe and loving early learning environment and partnering with you, we believe we will be able to give your child the best start possible.

Our emphasis will always be on the whole child. Children need years of play with real objects and events before they are able to internalize and truly understand the meaning of symbols such as letters and numbers. Learning takes place as young children touch, manipulate, and experiment with materials and interact with people. Our routines are consistent and our days are balanced with both child directed and teacher directed activities.

We strive for a healthy balance of quiet and active times throughout the day. Children need to repeat all of these activities many times before formal academic tasks are presented to them. Because of our philosophy, you may not see children working on and bringing home "traditional" crafts from preschool.

We believe that the process of learning is more beneficial to the children than the product. We (you and I) as teachers, are always there to encourage independent play, plan a variety of activities, get involved with children without directing their behavior, and maintain smooth transitions, as well as a high level of teacher/child verbal interactions. We are the observers, role models, leaders, recorders, and facilitators in the classroom, which guide the children throughout the day as they learn and explore.

## ADMISSIONS AND REGISTRATION PROCESS

Families whose child is between the ages of 3-5 and are potty trained are ready to join us here at Miss Sarah's Schoolhouse! Families whose student is of age to participate in UPK, or are not participating in UPK but this is their student's year before Kindergarten, take priority in enrollment.

We have 2 main enrollment periods annually, and depending on openings, may have enrollment spots available throughout the year.

School Year Registration Fee: \$130 Due in August 2 weeks prior to 1st day of school.

First School Year Tuition: Due on Friday before the first day of school. Billing is either biweekly or monthly.

Summer Camp Registration Fee: \$75

Families already enrolled, will take precedence in the next enrollment period. If families do not continue enrollment, spots will be opened for other students.

Please provide us with your email address. We will send you a registration link through our software Early Learning Ventures. Follow the instructions and remember your set up pin - you will use this pin for the daily check in and check out process. Please download the parent app as well. This system will be our communication database. Please print or ask for printed copies of the following forms and sign/initial areas in which it is required:

- Yearly calendar
- what to bring to school
- tuition agreement
- enrollment contract
- policies/procedures

Please bring a copy of your child's vaccination records and a medical evaluation signed by your doctor. These will need to be turned in prior to the first day of school. Please review the immunization page in this handbook and ask if you have any pending questions.

If your child requires medication to be administered at school, please have your child's pediatrician write out a permission form. Please bring medications with your child's name written on them in original packaging, as well as the permission form.

Once the online enrollment is completed, you will be placed on the waitlist. We will call to schedule an interview to be sure we are all a great fit! After the interview and enrollment is approved, the registration fee will be due and the first tuition will be due the Friday prior to the first day of school for your child.

## INFANT AND TODDLER CARE

Every infant and toddler grows at their own pace. We are thrilled to be serving and loving your littles, right along with you.

At this time, we do not have enrollment available. As part of Colorado Shines Standards, we have included information if we were to have children under the age of 2.

As your child grows and progresses, we will be in communication with the families to adapt to your child's growth and development. Transitioning from breastmilk, to bottle, to regular milk; from tummy time, to crawling to walking, we're here with you. Please review the following information regarding milk transitioning for guides we follow here at Miss Sarah's Schoolhouse LLC.

### Helping Parents Make Infant Feeding Decisions

- **Babies grow more rapidly in the first year of life than at any other time.** Babies double their birth weight in the first 4 months of life and triple their birth weight by their first birthday.
- **Infants need the same nutrients as children and adults: protein, carbohydrates, fat, water, vitamins and minerals.** Infant foods also must contain enough calories to promote normal growth and development at this critical time.
- **Parents may choose to breastfeed their infants or to provide commercial infant formulas.** Either type of feeding contains the calories and nutrients infants need for the first 4 to 6 months. Infant formula should be iron fortified. You are required to bring appropriate amounts of formula to child care each day.
- **We can support breastfeeding mothers and infants.** Mothers who choose to breastfeed can express their milk using a pump and bring the milk in to be fed to the baby in a bottle. We have private space available to pump if you need to, prior to your child starting their day.
- **Breast milk and infant formula are the only foods recommended for the first 4 to 6 months of life.** Vitamin and mineral supplements are not usually necessary and should be given only when recommended by a physician.

### Safe Handling of Infant Bottles in Child Care

- **We Label all infant bottles with the baby's name and date.** Please label bottles before bringing them.
- **We Store prepared bottles in the refrigerator.** We store frozen breast milk in the freezer until feeding time and then thaw it in the refrigerator or under cool, running water.
- **We wash our hands carefully with soap and water before preparing any bottle.**
- **We Do not warm bottles in the microwave.** Uneven heating may cause hot spots, which can burn a baby's mouth. Cover all bottles during storage.
- **We Prepare commercial infant feedings according to instructions.**



- **We Throw away any breast milk or formula left in a bottle after feeding.** If too much seems to be going to waste, we record the amount usually used and prepare a smaller amount.
- **We Clean reusable bottles and nipples thoroughly after each use.** Bottles and nipples may be washed in a dishwasher in very hot water or washed by hand and boiled for five minutes before refilling.
- **We Feed infants whenever they seem hungry.** Babies need to eat frequently, especially if they are breastfed. We expect to feed infants approximately every two to three hours.
- **Meet individual infants' needs.** We feed each infant on an individual schedule and don't expect all babies to be hungry at the same time. Babies grow rapidly and hunger needs change quickly.

## INFANT TRANSITIONS

- Before the age of 18 months, it is recommended by the American Academy for Pediatrics that children be adjusted to sippy cups and weaned from bottles. One way to determine when to transition from bottle to sippy cup is to look for signs of readiness.
  - Some signs baby might be ready include:
    - They can sit without support
    - They can hold the bottle and tip it to drink independently
    - They're eating solid foods (even just purees)
    - They show interest by reaching for your cup
- Beginning at 12 months, toddler's routines will integrate with the older children's routines. Infants who are not mobile will be placed in different positions throughout the day from tummy time to bouncers, jumpers, walkers and to places where walking and crawling is encouraged.
- All children will receive individual attention including lots of time for talking, cuddling and playing with a wide variety of toys and friends.
- All infant milestone transitions will be talked about and discussed with the families at the developmentally appropriate times. We will work together to give your child room to grow at their pace, while encouraging and challenging them to reach their next milestone.

## INFANT AND TODDLER DIAPERING

- All diapered children will be changed by the provider when they are wet or soiled.
- All diaper creams need to have a doctor's sign off before application can occur.
- All diapers and creams will need to be labeled with the child's name.

- Changing table is located in the back classroom, where I can be accessible and the child has some privacy.
- Hands are washed and gloved prior to diaper changing.
- Area is sanitized after every diaper change.

## INFANT AND TODDLER FOOD TRANSITIONS

- Parents should have the pleasure of introducing new foods to their children, especially foods that tend to have a higher chance of an allergic reaction.
- I will follow parental direction for the transition from baby foods to solid foods.
- I will follow the food program requirements and developmentally appropriate suggestions if questions arise.
- Sippy cups will be encourage for palatal development at one year of age

## PREVENTION OF SIDS AND SBS

As your child's provider, I am trained by the state for preventative measures in the tragic occurrence of Shaken Baby Syndrome as well as Sudden Infant Death Syndrome. Any volunteers or substitutes are required to take the courses as well. I will never shake or roughly handle any baby in my care. In addition to years of experience in soothing children, I have resources to remain calm and provide your child a safe environment. Rest assured your child will be loved and cared for.

## GENERAL GOALS AND OBJECTIVES FOR PRESCHOOLERS

Per accreditations and assessments, the following are typical goals and objectives for preschoolers preparing for kindergarten. At Miss Sarah's Schoolhouse, we believe each child is their own person and it is our job as educators to lead your child in a conducive environment, achieving personal growth. How and when they reach the outlined goals below and more, is a balance between great education, their home environment and their own excitement to grow and learn. With our small classroom ratios, our one on one ability to grow and cater to each child's developmental needs are exponentially greater, thus providing your child with greater room to grow and mature in their early years of learning.

## Goals For Kindergarten:

\*Please note, the goal is to grow in preschool in these areas. These are stepping stones and goals, not a point to be critical.

### Emotional Growth

The child will:

1. Be able to separate from parents.
2. Begin to verbalize his/her feelings.
3. Begin to develop inner control.
4. Be able to take turns and to wait.
5. Begin to assume responsibilities for self toward the role of independence.
6. Be able to try new things without fear of failing.
7. Be able to feel secure in preschool.
8. Be able to trust other adults.
9. Begin to make some choices.
10. Develop a positive self-image.

### Social Growth

The child will:

1. Enjoy coming to school and being with other children.
2. Be able to stay with a group for an activity.
3. Begin to share and take turns.
4. Begin to show courtesy.
5. Begin to appreciate the rights of others.
6. Begin to be able to sit through a story.
7. Begin to play cooperatively with other children.
8. Begin to develop a helpful attitude toward the group.
9. Begin to respect the rights and property of others.

### Physical Growth

The child will:

1. Improve large muscle coordination.
2. Improve small muscle coordination.
3. Develop eye-hand coordination.
4. Use equipment correctly, safely and appropriately for his/her age.
5. Dress him/herself with minimal health.
6. Use and develop all five senses.

7. Develop acceptable toilet habits.
8. Discriminate likenesses and differences in objects.
9. Respond to listening games.
10. Develop a sense of directionality – the ability to perceive and orient oneself to the top, bottom, sides, front and back of an object.

## Intellectual Growth

The child will:

1. Develop greater language skills (including vocabulary).
2. Enjoy learning new things.
3. Follow simple directions.
4. Increase attention span.
5. Match such things as colors, shapes, etc.
6. Develop an inquiring attitude by observing the world and questioning what he/she sees in order to evaluate and assimilate what he/she has experienced.
7. Be introduced to numbers and shapes, measurement, sense of time, sets, and ordinal numbers.
8. Know his/her full name and age and be able to recognize his/her name.
9. Learn songs and finger-plays to develop memory, sequence, ordinal numbers, etc.
10. Begin to develop an imagination and to differentiate reality and make believe.
11. Begin to use his/her own inner resources instead of relying on adults.
12. Develop increased listening skills.
13. Develop increased visual discrimination skills.
14. Use equipment and materials appropriately.
15. Become aware of language symbols.

## Language and Literacy

The child will:

1. Develop knowledge and skills related to communicating and listening.
2. Develop knowledge and skills related to books; i.e. showing and understanding that books and other forms of printed material have a purpose.
3. Develop knowledge and skills related to comprehension i.e. understanding that spoken and written words have meaning.
4. Develop knowledge and skills related to sounds in spoken language i.e. the ability to hear and work with the sounds of spoken language and an understanding that spoken words are made up of separate small sounds.
5. Develop knowledge and skills related to print concepts i.e. understanding that words they see in print and words they speak and hear are related.
6. Develop the ability to recognize that sounds are associated with letters of the alphabet and that they form words.
7. Develop the ability to use symbols to represent words and ideas

In our program, we heavily focus on growing an independent early learner. If a child is capable of growing in an area of independence that is developmentally age appropriate, We will strive to provide and equip the students to step forward into their next steps. We are on your team to help you raise incredibly self aware and loving people. Let's work together to encourage your children to be all they were created to be.

## NAEYC ACCREDITATION EDUCATION AND QUALITY RATING

Miss Sarah's Schoolhouse is a level 2 quality rating in Colorado Shines. We are in the process of leveling up to a 3-5 throughout 2023. We have been a licensed provider since February 2021 and in operation since 2020.

Sarah Walker has had her Child Development Associate certification since 2015. She used the NAEYC to obtain her CDA . The heart of NAEYC accreditation focuses on the interactions and relationships between teachers, children and families. The process carefully considers all aspects of a program, including; curriculum, assessment of child progress, health and safety, staff qualifications, community relationships, physical environment and leadership.

Sarah proudly carries her EQIT (Expanding Quality Infant/Toddler care) certification as well, for higher quality standards of early development in infants through toddlers.

She continues her education through Colorado Shines, local Business Development Opportunities, Leadership and Ministry courses and anywhere else she can grow to better serve your children.

## DAILY OPERATIONS

Infants Tend to have multiple naps throughout the day. We will provide infant care with the space and noise level they need for their growing bodies, while providing our integrated older learners with plenty of room to continue playing and exploring together. Toddlers and preschoolers who participate in our afternoon rest time will be provided with a comfortable individual cot to sleep on. Please provide your child with appropriate sleepwear.

Infants: sleep sacks, safe sleeping clothes, pack and play sheet

Toddlers/Preschoolers: Blanket, crib sheet

In our preschool curriculum, we do not have scheduled naps. However, if your child is in need of rest we will provide them with a resting environment and space and an age appropriate amount of time to rest.

If your child arrives hungry and misses a time of eating, your child will be provided with a light snack to help tie them over before our next meal time.

Our Daily Schedule is a Daily Schedule Goal. For most students, this is our first time in a school setting. Sometimes the weather, and the students are not up for maintaining a schedule seamlessly. Please remember that this is a Family Handbook, not a rule book. We are working together to provide your child with the best foundation possible, to give them the best future achievable. It is an honor to love your family through Little Walker's Learning Center and the controlled chaos that comes with Early Education.

## DROP OFF/ PICK UP

Under no circumstances are children without an adult in close attendance. For your child's safety, our school will remain locked during classroom hours. Please Park on the East side of the home. If there is room, you can pull into the driveway, otherwise you can utilize the side street. The North side of Jackson Avenue is a cul-de-sac, please do not impede neighborhood flow, to pick up or drop off.

Please take your child's temperature before dropping off. Temperatures are taken upon arrival and hands are washed. Please check cubbies, clipboards, parent resources and calendar for all up to date information.

Please be sure to make a connection before leaving your child in our care, or taking your child from our care so we can relay events from the day and any important information.

Children will not be released to adults that have not been pre authorized in enrollment documentation by parents or guardians or without written consent by a parent or guardian prior to pick up. Written (hand written or via text message) documentation needs to be provided before a child will be released to a designated adult. If the adult is not a parent, please inform the adult that a picture of their drivers license will be taken before they leave with your child.

Children will not be released to parents, guardians or designated adults under the influence of drugs or alcohol. Under the provider's discretion, if it is not safe for the child to be released to the adult, the provider will contact listed emergency contacts for the child's pick up. When necessary, authorities will be called.

## LATE PICK UP

If you are running late, please communicate with me. Honor my time as I care for your child.

Excessive tardiness will not be tolerated. Little Walker's Learning Center closes promptly at 4pm. If no communication has been received, contacts will be made starting with primary contacts, through emergency contacts for the child to be picked up. There will be a warning provided for families if tardiness is becoming excessive. Once warning is received, for every minute passed 4 pm, you will be subject to pay a \$1 a minute late fee.

It is in your family's best interest to consciously invest in the importance of your time with one another. It can be distressing to your child. It is in your child's best interest, for you to be timely.

If your child is still at the provider's home at 6:00 pm with no contact, emergency contacts in order will be called followed by the authorities as a last resort. Your child will have food, games and activities provided, to keep the environment safe for them in the event of your child being at our center past designated business hours.

## EMERGENCY CARE

Should a personal emergency or family situation arise during childcare hours requiring my immediate departure, I will contact an emergency backup provider to come to my house and care for your child until you can pick him/her up. Either the backup provider or I will make all necessary contacts notifying each parent/guardian or the situation requesting prompt pick up of the child.

## SUBSTITUTE CARE

I do not offer substitute care for the days that I am closed due to personal and/or family illness, holidays, vacations or any other unexpected events/situations that would result in my need to close. Therefore, you will be responsible for arranging back-up childcare. I will give you as much advance notice as possible notifying you of any closures I may have.

## VACATION, HOLIDAYS SICK TIME

Families are allowed one week of unpaid "vacation time" during the school year and one week of ½ tuition rate. Please review our annual calendar for scheduled school closures. Any holiday schedules copied from the local school district will be reflected in our class calendar.

I will due my diligence to notify families in a timely manner of unscheduled and unforeseen closures.

## FEES AND PAYMENT

Full Time care is defined as 5 or more hours per day and will be charged \$70 per day through the remainder of the 2023/2024 school year.

Tuition is defined as payment for an enrolled student spot. We are not paying for the number of days in which a student attends school. Holidays breaks are not breaks in tuition.

Full Time students are students who attend mMonday through Thursday 8:30 - 4:00 pm. We may have some part time student spots available, but that is not a guarantee.

We do not offer half day enrollments.

Families are allowed one week of unpaid “vacation time” during the school year and one week of ½ tuition rate.

Summer Registration is a one time \$75, plus \$65 daily tuition rate.

Children who qualify for UPK and are utilizing UPK funding for 2023-2024 school year will have a tuition rate of \$50 daily tuition. Children who do not qualify for UPK funding will have a daily tuition rate of \$70 for the 2023 - 2024 school year.

Registration is an annual fee of \$130 due at enrollment. This fee helps cover supplies and costs for celebrations and events throughout the year plus the cost of a year subscription for your family’s software subscription. Some additional field trip fees may come up in the year, families will be notified if there is any additional cost. Field trips will have a signed permission form that will need to be completed before every trip.

Payment is due at the appropriate billing cycle set by your contract. You may utilize ACH, Debit or Credit Card. If you use a card for tuition payments, merchant fees will be calculated into your amount due. ACH transfers via Zelle have no merchant fees. Please review more information in your Tuition Agreement.

Options include: Monthly, Biweekly or weekly.

Monthly Payment is due by the 30th of the month.

Weekly and Biweekly payment is due on the Friday before 11:59 pm, prior to your child’s next date of attendance. If payment is not received on time, contact will be made. There will be a \$20 a day late fee applied, for every day late on tuition. I will make every effort to be reasonable and respectful. The partnership should remain mutual in that respect.

A two weeks written notice is required for withdrawal during the contracted time. Tuition will continue and be paid based on the remaining enrollment days of the two weeks.

Two weeks' written notice will also be given to families if a child is deemed inappropriate for our center. This time gives both parties the ability to transition and prepare your child's belongings and documents.

## ABSENCES/DISMISSALS

Please provide a phone call or text to 970.388.0481

If for any reason your child will not be here on a regularly scheduled day, you can call, text or send an email to inform me of an absence.



If your child is to be picked up early, please send a message or call to notify.

I will not allow your child to leave with an adult I am not previously aware of. It is your responsibility to communicate effectively any changes in pick up or drop off. It is not acceptable to fail communication in this regard.

In an emergency, a phone call will be acceptable. If we have not met the person picking up or if they are not on your emergency contact or escort list we will require identification in the form of a driver's license or other picture ID. For your child's safety, please cooperate with this policy.

## CLOTHING

As many of the activities we provide can be messy, please be sure to send your child to the center in loose, comfortable PLAY CLOTHES. Play clothes are clothes that can get dirty! Children should not feel required to avoid certain activities because they are concerned about soiling their clothing. A change of clothes (socks, underwear, pants, and shirt) should be provided in your child's cubby at all times. Please check extra clothes frequently and replenish them as needed. Please label all items brought to Little Walker's Learning Center with your child's initials. Please provide your child with a backpack for transporting belongings and communications.

## OUTDOOR PLAY

At Miss Sarah's Schoolhouse, we love being outside. Anytime we can be outside playing, we will be. As part of our classroom schedule, we show that we have approximately 30-45 minutes scheduled in our outside playtime. Children need approximately 90 minutes of active play daily. We will do our best to achieve the most activity in our program for the best growth and development of your child.

Please be sure to prepare your child for the weather. It is important to send your child well-bundled (mittens, hat, boots, snow pants, jacket) in the winter months. Extras during mud season! During the summer, a bathing suit, towel, and water-shoes should be left at school for use with water play.

For your child's safety we monitor the temperature, wind chill factor, and air quality daily. We will take the children outside as long as it is above 30 degrees F and as long as the air quality is safe, so please have appropriate outdoor clothing available to your child at all times. "There is no such thing as bad weather, only bad clothing."

## SECOND HAND SMOKE - SAFE ENVIRONMENT

Smoking is prohibited on or around in home family child care settings. Your child will not be exposed to secondhand smoke in the care of Miss Sarah's Schoolhouse LLC.

## SCREEN TIME

On occasion, an age appropriate/educational movie or video will be shown to the children pertaining to the current curriculum. Sometimes we watch videos for dancing, sometimes we watch videos for our biblical stories or for our social relation development. We limit screen time a lot! We listen to music and have lots of fun without a screen.

It is in your child's best interest to have as minimal screen time as possible, every single day in their early learning years. Children 5 and younger should not have much screen time because of the way their speech, motor skills and social skills are developing. If you are looking for more at home ideas to increase play and decrease screen time, please reach out.

Children will not view videos or media without the signed documentation on our annual authorizations form.

## MEAL AND SNACKS

We provide a light breakfast, lunch and afternoon snacks. If your child has food allergies, Please communicate effectively so we can either avoid snacks as a team, make substitutions, or you may be asked to provide snacks and meals for your child. I will do my best to provide your child with a healthy meal and expand their palette. I will be providing nutritious meals, sharing in the learning about the importance of healthy meals and snacks, and we will work together to learn appropriate meal time etiquette. We sometimes do family style meals and sometimes do lunch sack meals. Both are important for academic and social development. We eat together to grow and learn about food, diet, eating habits and enjoying each other's conversation. Food will never be used as a reward in my program. In the event of classroom parties, we will work together to come up with appropriate snack time options.

To reduce the risk of choking, all foods are cut to developmentally appropriate bites. Foods for infants transitioning into solid foods will be cut to the size of a pea. Foods for a toddler will be cut one half inch or smaller. In addition, children are always closely monitored while eating.

## FIELD TRIPS

In the event that we go outside school grounds, we will notify families of our departure and once we come back to the school. Proper etiquette for sharing a sidewalk, will be taught. Appropriate water safety and street safety will be communicated to students regularly and practiced.

Field Trips farther than walking distance will be communicated to families at least 3 weeks prior to the date. If transportation is needed, we will ask for you to leave your child's car seat. All field trips will require a signed field trip permission form.

If you would like to join on the field trip, please sign up as a chaperone. You can also provide your own child's transportation if you choose to chaperone.

Fees for field trips and activities will be collected at our scheduled semesters (fall, spring and summer), please review our calendar for details on where our semesters fall in the year. Please be on the lookout for notifications, prior to fee schedules. Please review fees and tuition if you have any questions.

## TRANSPORTATION

We are authorized through the state of colorado to transport your child to activities or wherever your enrollment agreement specifies, provided with your permission. Please review our transportation agreement. Please provide the provider with an appropriate car seat for your child's safety needs.

## ILLNESS POLICY

I understand how difficult it is for you when your child is sick. I too have a child and have to close the school when we are ill - washing hands and etiquette with bodily fluids in school and outside of school is important for our doors to remain open and our environment to remain healthy. My primary goals are to make sure the child is as comfortable as possible and to prevent various illnesses from spreading throughout the center. If your child comes to school ill and they are not their normal selves or display any of the following symptoms, you will be called and asked to pick up your child within one hour of notification.

A child is required be kept out of the center if he/she has:

- A fever of 100 degrees or more
- Stomach ache
- Swollen glands
- Chest Congestion
- Earache
- Constant cough
- Sore Throat
- Heavy nasal discharge
- Conjunctivitis: an eye infection commonly referred to as "pink eye". The eye is generally red with some burning and thick yellowish discharge.
- Bronchitis: This can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful but gradually becomes more productive.
- Rashes: that you cannot identify or that have not been diagnosed by a physician.

- Impetigo of the skin: This presents as red pimples that eventually become small weeping areas. Lesions may occur in moist areas of the body such as creases in the neck, groin, underarms, face, or hands.
- Diarrhea: watery or loose bowel movements that look different and are more frequent than usual. Sometimes accompanied by stomach ache.
- Vomiting: Children should be kept home for at least 24 hours after the last incidence of vomiting.

The child may look or act tired, show lack of interest or display other unusual behaviors.

Contagious diseases for which the child must be kept at home:

Influenza,  
 Measles,  
 Chicken pox,  
 Scarlet Fever,  
 Hepatitis,  
 Mumps,  
 Hand Foot Mouth,  
 COVID  
 Roseola  
 are a few examples.

If the child has been placed on an antibiotic he/she should not be brought back to the center until he/she has taken the medication for at least 24 hours.

Head Lice: Severe itching of the scalp. Children with head lice should remain home until at least 24 hours after effective therapy and there are no visible nits in the hair. I will check for nits upon arrival and will send children home if any are found then or throughout the day. I know this is an inconvenience to parents, but it is in all children's best interest to keep lice out of the classroom. There will be no exceptions to this rule.

If a child has a cold, an allergic rash (as diagnosed by a doctor), loose bowels due to medication or diet, she/he may still be brought to the center. In order to attend the program or return the following conditions must be met:

- A child must be free from fever, vomiting, diarrhea (without symptoms) for a full 24 hours without fever reducers
- Any child prescribed an antibiotic for a current contagious bacterial infection must take the prescription for a full 24-hour course before returning.
- A child must be able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions unless
  - 1) a health care provider signs a note stating that the condition is not contagious

2) the involved areas can be covered by a bandage without seepage or drainage through the bandage.

- A child must be free from severe colored nasal discharge
- 

A child excluded because of lice, scabies or other infestation may return 24 hours after treatment is begun as long as they are nit free. If a child was excluded because of a reportable contagious illness, a doctor's note stating that the child is no longer contagious is required prior to readmission. The final decision whether a child may attend or is to be excluded from the program is made by the program director.

## ALLERGIES

All children with allergies or special needs will need a Plan of Care written and signed by their physician. We will provide you with the necessary forms. Please let us know immediately if your child will require special care.

## DRUG ADMINISTRATION

All drugs (over the counter or prescribed) must have your child's first and last name on the original packaging. Prescriptions must have a doctor's note and appropriate legible directions. All drugs must be up to date. Any expiring medications will be given back to you. All appropriate medical information and documentation is located in our medical binder.

## SUNSCREEN

Sunscreen is not considered an Over the Counter Drug and does not need a doctors note. However, it is part of our annual authorizations form. Annually you will be asked if our sunscreen is okay (SPF 30 or higher) or if you will be providing your own child's sunscreen. All sunscreen will be applied by the provider-.

## INFLUENZA AND INFECTIOUS DISEASE POLICY, PRESCHOOL

Purpose: To prevent the spread of infection when flu vaccine is not available or present strain of flu is not covered in current vaccine

Policy Statement: This home will institute a plan to help protect the preschool children, their families and my own from contracting the flu and other communicable diseases.

Signs or Symptoms of the flu in the building:

1. This facility will isolate the children as needed until children can be picked up or other arrangements have been made.

2. If I have signs or symptoms that would require me to stay home from a regular place of employment, I will notify families as early as possible. As soon as my symptoms have cleared, I will notify families to continue our schedule.
3. Group activities will be suspended as needed to prevent the spread of the virus.
4. The Medical Director will be notified.

## COVID POLICY

Purpose: To prevent the spread of COVID-19

Policy Statement: This home has instituted a plan of daily action to help prevent the spread of COVID 19 while providing a quality place of interaction. All students and their families will be expected to work together and honor each other's health and well being for such a time as this.

Preventative Measures:

Children will have their temperatures taken at time of arrival and departure or any time in which a child displays symptoms of fever.

Families are encouraged to run errands before picking up their child, to prevent added exposure for the other children in the classroom. Child and Guardian are encouraged to wash hands upon arrival and use hand sanitizer provided.

If your family is exposed, or ill notifying the school is top priority. At that time, families and I will discuss further measures for quarantining and continuing care.

Tuition will continue as scheduled.

If we are in a stay at home order and restrictions change, we will adapt.

## CLASSROOM PREVENTION OF COMMUNICABLE DISEASE

Tables washed and sanitized after each activity, before and after meal and snack.

Silverware, plates, cups, etc. all washed in the dishwasher.

Water table cleaned and sanitized daily.

Classroom surfaces cleaned and sanitized daily.

Hand washing after messy activities, after playing with pets or other animals, before and after sensory table play, before eating and after toileting.

Toys and dress-up clothing are washed/sanitized weekly or when visibly soiled.

## PROVIDER IS OUT/SUBSTITUTE

If the provider has a scheduled absence or is ill, families will be notified as soon as possible. Substitutes will be provided by the provider if possible. If the provider is unable to find a substitute, families will be notified.

All substitutes are required to have the following prior to being authorized as a provider in Little Walker's Learning Center: BLS, SIDS/SBS training, background check, mandated reporter training.

## IMMUNIZATIONS

Our school follows the CDC and FDA recommendations for childhood immunizations. We will work with our families to assist them in following through on their student's immunization schedule. Prior to enrollment, you will need to provide the most updated last of your child's vaccination compliance. If your child is behind on vaccinations, your child will need to become current prior to enrollment and their first date of attendance. Families who have children not vaccinated will not be permitted to enroll in our program.

## ACCIDENTS AND EMERGENCIES

We are trained in Infant/Child CPR AED and First Aid. We meet OSHA and FEMA standards and requirements. All accidents or injuries requiring more first aid than a band-aid or ice pack will be reported on an Accident Report form. Parents are required to read, sign and return. Minor scrapes will be cleaned with soap and water; bruises and bumps, treated with ice.

Immediate care for more serious injuries will be handled appropriately. We will notify parents, make appropriate hospital calls and accommodations and refer to our Childcare Health Consultant, Director of Nursing Services or the RN on duty, depending on availability. Rescue (911) will be called to transport a seriously injured child to the nearest hospital.

Parents or their emergency contacts (in the event the parents cannot be reached) will be notified immediately. Please make sure your emergency phone numbers are up to date. You MUST have an alternative adult who can pick up your child if you cannot be reached. Parents must make arrangements to pick up a sick or injured child within a half hour.

## FIRE/LOCKDOWN/TORNADO DRILLS

We will hold one of the above drills each month. We believe it is important for children to be informed and prepared in case of an emergency. We will notify parents when this happens so families can prepare to have conversations at home afterwards.

Fire Drills: We will practice exiting out the front door and classroom window to our meeting place at the north end of Ash Street, in the cul-de-sac.

Tornado Drills: We will practice taking cover in the bathroom and closet under the stairs.

Lockdown Drills: We will practice sheltering in place, in the classroom and under the stairs with both entrances locked. We will also practice leaving the school in the event of an active shooter and congregating at the north end of Ash Street.

The teacher will take necessary check in files, first aid kit, walking rope, the cell phone, and make sure everyone is accounted for by taking attendance.

## LOCKDOWN/ ACTIVE SHOOTER

Anytime children are present, the home is to remain locked. Home Security system is installed. In the event of an unwelcome guest, authorities will be notified promptly, without alarming children. Children and myself will move to our classroom and lock ourselves in. This room is also equipped for an emergency exit. In the event of an intruder and we are able to evacuate to a safe location, children will be taken to the Windsor Police Station located at 200 11th Street Windsor, CO. Parents will be notified immediately or as soon as it is safe to do so.

## EVACUATIONS

In the event of an evacuation, we are prepared with food and supplies for 12 students for 3 days. In the event we need to meet families we will meet at one of the following locations:

Windsor Police Station - 200 11th Street, Windsor, CO 80550

Greeley Park n Ride - overpass of HWY 34 and HWY 257, West side of road.

## TORNADOES

If children are on the premises in the event of severe weather, we will proceed to the bathroom in the hallway. Our Emergency Pack with emergency numbers, the first aid kit, the cell phone, the snack bag, activities, clothes and activity bag will be brought with us. Attendance will be taken, utilities will be turned off by myself and parents will be notified immediately or as soon as it is safe to do so. In the event of a real fire or disaster and we are instructed to evacuate, children will be taken to one of our meeting locations previously listed. Parents will be notified immediately or as soon as it is safe to do so.

## FLASH FLOOD

In the Event of a Flash Flood, Staff and children will move upstairs. Necessary utilities will be turned off. Emergency Pack will be brought with us. Children and staff will wait for authorities for further instruction. In the event of a real disaster, children will be taken to the Windsor Police Station. Parents will be notified immediately or as soon as it is safe to do so.

## ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS FOR DRILLS AND EVACUATION PROCEDURES



Students with special needs will have the appropriate accommodations met for their safety and evacuation. Any adaptations to our plans for evacuation will be made for the safety of all children. Students with special needs will be included in all drills. Any additional safety accommodations needed (lights, sounds etc.) will be made.

## WATERFRONT ACTIVITIES

Providing children access to waterfront activities is an important part of our warm weather curriculum. While we are not able to provide swimming lessons to the children, we do visit lakes and beaches weekly in the summer. We believe that by providing this experience to children they will become more comfortable with water, have an opportunity to practice the skills they have developed on their own, and will benefit from exposure to the vast natural resources that our state has to offer. Children's safety around water is a concern for us all. We follow the rules as stated in the Child Care Licensing Regulations.

Children will wear appropriate attire, life vests and/flotation devices. Parents will sign a special permission form that will allow children to participate in these activities. Waterfront activities will only occur when the weather permits.

## ABUSE AND NEGLECT

Miss Sarah's Schoolhouse takes very seriously the trust that families place in me when enrolling their children in my center. Essential to that trust must be parents' belief that we consider physical, sexual or emotional abuse intolerable and that immediate action will be taken if such an allegation is made.

Parents should be assured of the following procedures in the event of an allegation:

The alleged victim will be of primary concern regarding safety, protection, and comfort;

The staff person or visitor, as soon as she or he is accused of abuse, will be suspended immediately until the investigation is complete and a report issued;

The accusation, suspicion, or risk of harm will be reported immediately to the appropriate state authority;

Miss Sarah's Schoolhouse will cooperate fully with the investigation;

Miss Sarah's Schoolhouse will act responsibly when the investigation is over to ensure that all children in our program are protected.

Teachers are mandated reporters of abuse or neglect. In the event of an observation of abuse or neglect by staff or a direct report to staff, the following procedures will be carried out:

I will document my report and decipher if a call to DHHS will be made.

Miss Sarah's Schoolhouse will cooperate with DHS if an investigation is warranted.

All staff are mandated reporters of Child Abuse and Neglect and have background checks. Failing to report is punishable by law.

Any individual concerned for a **child** can **report abuse or neglect!** If you suspect a **child** under the age of 18 is being **abused or neglected** or is at risk for **abuse or neglect**, you should call the **Child Abuse and Neglect** Hotline 1-844-CO4-KIDS (1-844-264-5437) and make a **report**.

## DISCIPLINE AND MANAGEMENT

Our overall discipline policy is aimed at helping children learn to develop inner behavior control. We use many methods to guide our children toward appropriate behavior. We as adults, are to model appropriate behavior through the use of language, positive affect, and by encouraging children's good choices.

Children are often reminded and taught Biblical principals. With that said, we are reminded that kids are not "bad." We all make mistakes, misunderstand, can't process emotion - we are human. We work together to help each other grow and remind ourselves that we don't have to struggle with making better choices.

At no time do we use shaming, withholding of food, corporal punishment or threatening. Our environment is set up so that children have many choices of materials to allow for independence. Choice making empowers children and allows them to resolve a problem independently. We will often give them two choices and then say, "If you cannot choose, I will help choose a solution for you." If they are not able to make a choice within several moments, we may have to make one for them. To help children develop awareness of their own behavior by praising, redirecting, giving suggestions in a positive manner, and focusing on the behavior, not the child, when correcting. We develop rules that protect the children's safety and property and which help children learn to respect the rights and feelings of others. Our rules are consistent, reasonable, and enforceable. We are clear with children and our home boundaries. When boundaries are crossed, we discuss and we move on. Our consequences are immediate and logical. Waiting to provide appropriate consequences, does not support a child's understanding of cause and effect, respect and responsibility, authority and submission. We encourage children to solve their own problems when they occur, standing by to help model the words if needed.

We aim to stay calm and rational during problem situations. We will happily model taking a break if a child and an adult need to take a minute before we resolve an issue. Our goal is to always communicate love to your child, even in the hard moments.

We interact quickly if children become violent. It is not tolerated.

We sometimes ignore behavior as a method to eliminate it.

We use the Pyramid Plus Approach to facilitate intervention methods, throughout daily interactions, minimizing behaviors.

We use positive restraints – a gentle hand on a shoulder and a "We walk in the classroom" reminder.

We move closer to a situation that appears volatile and give children cues to change behavior.

If a child is out of control, We will use proper restraints so the child does not hurt him/herself or others.

If these behavior techniques fail, a meeting will be called with parents to help develop a strategy.

After the plan is put in effect, we will have regular contact regarding the success or failure of the plan. All parties will meet to determine if recommendations from outside sources can be met within our center's philosophy.

## ASSESSMENT

I use a variety of assessment procedures to get to know your child and plan an active vibrant curriculum based on the results. Assessments and Screenings guide my planning and our conversations with you about your child. An explanation of our procedures follows.

Purpose of Assessment:

To support learning and the individual child

To identify children's interests and needs

To describe the developmental progress and learning of children

To improve curriculum and adapt teaching practices and the environment

To plan program improvements

To communicate with families

To identify special needs

To evaluate our program and monitor trends

To maintain program and teaching accountability

## CONDITIONS OF ASSESSMENTS

Children will be assessed in the classroom and outdoors using observations, checklists and anecdotal notation. I will also use individually administered tests to acquire a more detailed picture of their skills.

Parents will complete the All About Me Questionnaire upon Application

We will have access to ongoing training and use Colorado Shines and available programs to further interpret your child's ages and stages. We will use a variety of curriculums available included but not limited to: real life situational learning, biblical value curriculum, social and emotional development focused activities, STEM learning, and knowledge of child development. Using my observations and anecdotal notes will help us to gain a picture of where your child is developmentally and accomplish their next stages in growth and development.

## COMMUNICATION REGARDING ASSESSMENTS

Families will be made aware of their child's progress formally two times a year.

In October, we will discuss where your child is at now and our goals for the year.

In January we will send home a checklist form of assessment to give parents a progress report about their child with information about how the mutual goals discussed in October are progressing.

In March, we will have a parent/teacher conference to discuss children's development and update mutual goals. In Early June portfolios and other materials will be shared with families and talk of transitions to new programs or schools will be discussed for those ready to start Kindergarten in the fall.

As parents, you know your child best. We will work in partnership to derive the best assessment method for your child; one that is sensitive to your values, culture, identity and home. If what we are doing is not meeting your needs, please speak to me.

## CONFIDENTIALITY

All records of children's assessment both formal and informal are kept in the individual child's file, which is kept in a locked file cabinet. The results of these assessments are used for individual planning and overall program improvement. Our interpretations of the results of screenings and assessments will be shared with parents quarterly in November, January, March and June. Parents need to provide written permission in order for us to share any information about your child with a third party. The confidentiality of your child's screenings, assessments, and health records are very important to me and will be protected at all times.

In June a final progress report will be given to families at conferences wrapping up the year and indicating what activities can be worked on during the summer. If, during the course of our evaluations, we suspect that your child may have a developmental delay or special need, We will alert you in a sensitive, supportive and confidential manner. We will provide you with documentation and an explanation for our concern. We will suggest the next steps you can take in the referral process. We will help you through whatever steps are necessary in accessing early intervention for your child. We will support and encourage you to make decisions about services that your child may need. We will help and encourage you to advocate for these services. You can be assured that this information will be kept confidential.

My program fully complies with Title III of the Americans with Disabilities Act. The ADA requires that child care providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the childcare center's program and services.

I do not exclude children with disabilities from our program unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

## PARENT INVOLVEMENT

At Miss Sarah's Schoolhouse, This is our home. We want it to feel as such. We will offer many levels of parent involvement. Visit with me informally!

Join your child for Breakfast or Lunch.

Schedule a time to do a special art project

share your talents!

Help. We have projects and the need for new supplies regularly.

Use your talents to build necessary items for the classroom. Benches, toys, shelves, blocks, etc. You'd be surprised at what I can come up with!

Join Us for a Small Group.

-Develop ideas and implement Parent Education Nights (such as Challenging Behaviors, Healthy Eating, etc.)

Develop ideas, implement and improve Family activities (such as our Back to School BBQ, Parents Day, Growing Away Ceremony)

Develop ideas and implement community partnership ideas

Plan events for parents only and events for shared activities with children

## COMMUNICATION

You know your child best. Therefore, you are our best ally in preparing a nurturing and educational program for your child. We aim to work alongside you and ask you to openly communicate with us regarding your child and our class. We communicate best when we communicate often. Share information about your child at pick up and drop off. Please send us a message, call or use our app to communicate anything and everything -we are on your team. Please note: if we do not respond promptly to a message, outside of normal business hours, we will be in contact at my earliest convenience.

Remember - We regard all conversations with families highly confidential. Anything you share with me will remain private. We are a team in the care and education of your children.

## RESOLVING PARENT ISSUES AND CONCERNS

We are always available to talk to parents about pragmatic issues and policies. We strongly support frequent and effective parent/teacher communications. If a grievance arises, please discuss the issue with me. If the problem is a business or financial issue, We will be happy to meet with parents at a time mutually agreed upon.

We hope your family values coincide with my program philosophy and policies. In rare cases, these two may not support one another. In this case, we have the authority to ask a family to leave the program if policies are not followed and become an issue in the classroom. This decision will be made with great care.

If you have concerns and reasons to file a formal complaint through the state, please follow the guidelines listed below:

To make a complaint, call 303-866-5958 Monday through Friday between 8 a.m. and 5 p.m. If calling outside of business hours, you may leave a message. Provide your name, telephone number and mailing address. This information is required for the following reasons:

- To call you back if the investigator needs more specific information about the complaint,
- To call you back if the investigator received contradictory or unclear information during the investigation, and
- To call you to let you know the results of the investigation.

*A witness or someone who has first-hand knowledge of the abuse must make the complaint. An anonymous complaint can be made only if the complaint is about an unlicensed child care provider.*

All information is kept confidential about parents and children in care. The facility will never know who made the complaint.

**Call 911 immediately if you witness a child in a life-threatening situation.**

**Report Child Abuse or Neglect - 24/7 Hotline:** Call 1-844-CO-4-KIDS (844-264-5437)

**Report Suspected Unlicensed Child Care:** Call 303-866-5958

### **Report Alcohol or Drug Abuse**

If the provider is currently under the influence of alcohol or drugs and the provider's ability to care for children is impaired, please follow these steps:

- Call the police. Write down the name of the person you speak with.
- Call the Division of Early Care and Learning at 303-866-5958.
- Be prepared to give the following information:
  - Your name, phone number and mailing address
  - The Licensee's name, phone number and address
  - Where the incident occurred
  - Brief description about the incident/circumstances

Family Child Care Rules and Regulations can be found on the [coloradoshines.com](http://coloradoshines.com) website. You can also ask us to provide you with a downloadable copy of the state laws and requirements upon your request.

## RECALLS ON TOYS, FOOD AND EQUIPMENT

As part of our program, we do our best to stay on top of toys equipment recalls. In the event our supplies or food in our care is recalled, we will quickly address the need and make necessary exchanges.

In the event a parent provided car seat or parent provided equipment is recalled, we will ask for it to be promptly replaced.

## PRESCHOOL TO KINDERGARTEN

When your child is ready to move on to kindergarten I will provide you with a list of private kindergartens in the area, along with public school information as it comes to us (found in parent resources). I can also provide you with information about enrollment procedures and practices, visiting opportunities, and options in other early education programs and special service programs should your child need them.

I will not provide another program with information about your child without your written permission.

## FACTORS TO CONSIDER BEFORE ENROLLMENT

Children are encouraged to be responsible for their own bodies. We believe that this will help them to be safe and learn how to care for themselves at an early age. This also benefits families and friends in school, giving the staff more time for play and learning over diapering.

Severe aggressive behavior is frightening to both children and adults. Miss Sarah's Schoollhouse reserves the right to request that parents remove their child from the program if behaviors such as biting, punching, kicking, spitting, or throwing objects with the intent to hurt another child or adult continue beyond a reasonable time. I will do my best to work with families; however, the safety of all adults and children in the classroom or outdoors is my primary concern.

We require parents and children to visit with me at least once before your child's starting date. I find that if parents are comfortable, they communicate that feeling to their child.

We heavily encourage students to be independent. If they can do it, we encourage them to do so. We believe giving them the tools now are vital for their growth to work well within their lives and with others.

We talk about Jesus a lot. We pray for each other, before meals and before we start our day. We do this to bring the reality into focus that God is with us always and He provides many things for us to navigate our day and our lives.

We believe that by operating like a village between our early education program and your life at home, we are able to create a really concrete and fluid environment where your child absolutely thrives. We encourage time together casually and going through the rhythms of life together. We are on the same team: giving our children the best and brightest future possible.

#### AMERICAN DISABILITIES ACT

As Part of our Enrollment, we include The Americans with Disabilities Act. As part of our agreement as a school, to our families and to our students: we will make every modification and accommodation possible to provide our students with an inclusive, loving and thriving environment.

#### LOSS OR DAMAGE OF CHILDREN'S PERSONAL PROPERTY

As part of our policies, we ask for families to have their children keep their “at home toys” at home. Personal belongings that are lost or damaged will not be the responsibility of Little Walker’s Learning Center LLC or their staff. Damage to Little Walker’s Learning Center’s property or their staff’s will be the responsibility of the family whose child damaged the property, outside of normal wear and tear. We will make every effort to give your child the freedom to bring what is important and comforting with them to school, within developmental reasons.

#### MISCELLANEOUS

The Rules and Regulations for Family Child Care Homes can be viewed on the Colorado Department of Human Services website, [www.cdhs.state.co.us/childcare](http://www.cdhs.state.co.us/childcare).



## ENROLLMENT AND REGISTRATION INFORMATION

To proceed in the enrollment process, please be sure you completed the consents provided on your enrollment agreement through Early Learning Ventures. Please be sure you have reviewed all attached documents through your enrollment invitation sent via Early Learning Ventures. Please verify you have completed these steps by initialing the below. Your child cannot begin enrollment until all of the enrollment documents have been received, and signed. tuition has been received and all files have been reviewed prior to their projected first day:

### \_\_\_ Immunization Records

- These can be obtained by calling your Primary Care Provider. If you have trouble receiving them, please let us know and we can assist.
- Immunization Records will need to be received prior to the student's first day.
- When your student is available for their next immunization, we will do our best to assist you in the notification process, so your family can remain up to date on your students' vaccinations.

### \_\_\_ Copy of Health Insurance

- In case of emergency, copies of Health Insurance would be appreciated. These can be photocopies or images sent to the provider.

### \_\_\_ School Supplies List

- Please review and include the listed items in your child's backpack on their first day

### \_\_\_ Liability Waiver

- This document clarifies responsibility in case of an accident or injury

### \_\_\_ COVID Policy

- Please follow our COVID policy for the remainder of your child's enrollment. As the pandemic changes, we will adapt.

### \_\_\_ Enrollment Contract

- This document includes parent information, emergency contacts, hospital of choice, allergy or other diagnosis information or medication needs

### \_\_\_ Annual Authorization Forms

- This is included in your Early Learning Ventures checklist for online enrollment. .
- Please Note: Providers will apply any sunscreen, diaper cream or bug spray.
- Please Note: Photos are only shared with the family in which a child belongs to. Sometimes, your child may be in a photo with another child. Please clarify if you would not like your child to be included in shared photos.
- Please Note: Any photos used for marketing purposes that include enrolled students, will require parental permission prior to marketing use.

### \_\_\_ Medication information/Release

- Any medication you wish for Little Walker's Learning Center to have on hand for your child, please have your doctor fill out a medication information and release form. Any prescribed or over the counter medications (including but not limited to diaper creams and tylenol) will need to have one of these forms filled out by your child's doctor.

### \_\_\_ Transportation Agreement

- In the event of field trips or per your enrollment needs, transportation may be used for your child. Please review and sign the transportation agreement.

\_\_\_\_ Tuition Agreement

- This document clarifies the agreed upon tuition rate, methods of payment accepted, late tuition policy and any anticipated dates of absence.
- Tuition can be billed Monthly, biweekly and weekly.
- Tuition is Due on Friday's before 11:59 pm. Every day tuition is late tuition is subject to a \$20 late fee.
- Tuition is accepted through ACH, debit or credit card through our merchant account on Early Learning Ventures, or by cash. If there is a pattern of late payment or a payment method is declined, another form of payment must be provided.
- If tuition is not paid before your child's next date of attendance, your child will not be able to attend school

\_\_\_\_ Reviewed Miss Sarah's Schoolhouse's Policies and Procedures

- Please take the time to review all details outlined in our policies and procedures.

By signing and returning the documents included, you acknowledge that you have received and reviewed the Miss Sarah's Schoolhouse Family Handbook, and have had the opportunity to have all questions answered and agree to the terms and policies outlined in this Handbook and in all other provided documents via printed or online enrollment. Any updates or revisions made by Miss Sarah's Schoolhouse to the Family Handbook, will be presented to you for acknowledgement and review at the earliest opportunity.

Guardian Printed Name \_\_\_\_\_

Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorized by Sarah Walker owner and operator of Miss Sarah's Schoolhouse LLC

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_