



Parent Handbook

74 Backswing Ct
Pagosa Springs, CO 81147
970-731-2868

*Licensed by the State of Colorado
Caring for children ages 1-5 years
Colorado Shines Rating: Level 2*

Hours of Operation

Monday-Friday 7:30am-5:30pm
Year-Round
*(excluding major holidays and school breaks)
Updated Summer of 2022*

Accepts enrollment of all children without discrimination with regards to race, color, national origin, age, sex, religion, or ability.

Website: <https://wingsearlychildhood.org/>
Facebook: <https://www.facebook.com/wings.early.childhood>

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Welcome to Wings Early Childhood Center!

MISSION STATEMENT

Wings aims to deliver high-quality, inclusive, nature-based care and education to children ages 1-5, to inspire learning through nature and to create life-long connections with themselves, others, and their world.

Dear Parents,

Welcome to Wings Early Childhood Center. We look forward to getting to know you and your child. Wings opened its doors to families in August of 2020 with the hope of providing more quality early childcare to our community. We understand the importance of early childhood education, and we have made it our goal to show our families the importance of education as well. We are excited to get to know our families in Pagosa and how we can change our children's lives for the better.

At Wings, we understand that learning cannot take place without a loving and nurturing environment. We make it our priority to create loving bonds with your children to lay a strong foundation for the learning process. It is also important to us that we form positive relationships with our families as we understand that you are the expert of your child, and we are the experts in their education and development. We hope to work closely with you to ensure your children are receiving the quality education they deserve. Our program is mixed with a Reggio Emilia and play-based approach, and we pride ourselves in teaching children through nature. They are children after all, and play is their most important work!

Please take some time to familiarize yourself with our program and use this parent handbook as a reference guide throughout your time at Wings. Please reach out if you have any questions or concerns about our policies, procedures, and program. Thank you for choosing Wings!

-Rebecca Gartman, Director
director@wingsearlychildhood.org

-Sienna Hunter, Assistant Director
assistant.dir@wingsearlychildhood.org

RELATIONSHIP WITH PIEDRA AUTOMOTIVE

Bill Schwab is the owner of Piedra Automotive and his team offer many services to our school. In the winter seasons, Bill plows our school parking lot and mows our grass in summer months **free of charge**. It is important that we maintain a positive and happy relationship as he provides us with a great service. Please follow the speed limit (**15 miles per hour or less!**) and be cautious when turning into our road as people are always in and out of Bill's shop. Thank you, and let's keep our kids and community safe!

GENERAL INFORMATION

HOURS OF OPERATION

We are open every weekday (Monday-Friday) from 7:30 am to 5:30 pm. If arriving early, please allow staff the time they need to prepare for the day. We operate year-round excluding major holidays and school breaks.

SCHOOL CLOSURES AND CANCELLATIONS

Wings follows the unscheduled closure decisions made by the Archuleta School District. If the school district is calling for delayed opening or closure due to emergencies or weather, Wings will follow. Parents are still obligated to pay for unexpected closures. For more information about holidays and school closures, see the school's calendar. **Definite school closures:**

- New Year's Eve (flex)
- New Year's Day (flex)
- MLK Day (flex)
- President's Day (flex)
- In-Service Training Days (4/year; Aug, Nov, Mar, June)
- Memorial Day
- Independence Day
- Summer Break (Aug. week)
- Labor Day
- Thanksgiving Day and Friday
- Winter Break (Dec. week)

RATIOS AND CAPACITY

We are licensed as a large childcare center caring for children ages 1 through 5. Teacher-to-child ratios for each range of children are:

- **Wobbler** serving children ages 12 months to 24 months, 10 maximum capacity with 2 staff.
- **Toddler** serving children ages 24 months to 36 months, 14 maximum capacity with 2 staff.
- **Preschool** serving children ages 36 months to 5 years old, 16 maximum capacity with 2 staff

TUITION

Tuition must be paid by the 1st of each month. A \$30 (or max by law) late payment fee will be charged when not current by the 5th of the month, and your child may not be able to attend until your account is paid in full. Severely delinquent accounts (past 10 days) are seen by the director and a determination will be made on whether your child will be allowed to continue in the Wings program.

Tuition is determined by each family's gross household income and size using their 1040 tax return forms. Parents will be charged a fixed rate which follows the school's tuition formula (example: \$30(rate) X 5 days a week X 48 weeks ÷ 12 months = \$600/month). Parents are only charged 48 weeks out of the 52-week year to account for planned school closures.

WINGS Sliding Scale

	Level I	Level II	Level III	Level IV
Preschooler (ages 3-5)	\$30	\$35	\$39	\$45
Toddler (ages 2-3)	\$33	\$38	\$42	\$48
Wobbler (ages 1-2)	\$43	\$48	\$53	\$59

Tuition subsidies are based on family income and size.

Household Size/Income	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Level I (less than)	16,910	21,330	25,750	30,170	34,590	39,010	43,430
Level II (less than)	33,820	42,660	51,500	60,340	69,180	78,020	86,860
Level III (less than)	48,194	60,791	73,388	85,985	98,582	111,179	123,776
Level IV (more than)	48,194	60,791	73,388	85,985	98,582	111,179	123,776

TAX RETURN FORMS

All families applying for tuition subsidies are required to present their most recent 1040 tax return forms upon enrolling to determine the correct tuition rate for the child. Tax return forms are collected prior to your child's start date, and they will also be collected by May 31st of every year. **Failure to submit new tax forms by the 31st of May will result in an increase from your current tuition rate to the highest tuition rate (Level 4).**

FINANCIAL ASSISTANCE

Scholarships, grants, and federal funding may be available for low-income families and students on a limited basis. Parents who need financial assistance should talk with the director or assistant director about available funding and eligibility requirements.

WAITLIST PROCEDURE

When a classroom is at full enrollment capacity, we place interested families on a waitlist based on a first come, first serve basis. As soon as an opening occurs, we will contact families in descending order. Priority will go to siblings of children who are currently enrolled at the center.

FAMILY RIGHTS

School's Responsibilities to the Families

As a family member of Wings Early Childhood Center, you have the following **rights**:

- To enter and be welcomed during regular business hours with given notice (7:30-5:30),
- To ensure your child is always treated with dignity and respect,
- To ensure your child's safety at all times while learning in an environment that encourages education, curiosity, real-life projects, and exploration,
- To be informed about program updates, curriculum, activities, and opportunities for parent involvement,
- To address concerns about decisions and work relating to your child's learning experience,
- To be informed about progress, challenges, or other issues impacting your child's experience, and
- To exercise your rights without fear of discrimination.

Family's Responsibilities to the School

As a parent of a child enrolled in Wings Early Childhood Center, you have the following **responsibilities**:

- To ensure and maintain confidentiality (do not give out or share any sensitive or confidential information regarding staff, children, or other parents),
- To keep all documentation up-to-date annually (contracts, signatures, contacts),
- To provide all payments on time (1st of each month before care is provided),
- To maintain your child's physical, mental, and overall health,
- To actively participate and collaborate with the school in your child's learning experience to ensure consistency,
- To ensure your child attends school regularly and maintains a consistent schedule both at school and in your home,
- To drop-off and pick up your child by the time assigned for your family,
- To take home and read materials sent from school (flyers, newsletter, information, etc.),
- To create positive, respectful relationships with staff and other parents, and
- To provide ongoing communication and collaboration with center staff to ensure Wings Early Childhood Center meets your child's needs.

REMOVAL FROM PROGRAM

We believe children and families deserve to be full members of their communities and to experience a sense of belonging. We know that removing a child from early childhood programs can have a significant negative impact on children and families. We take program removal decisions very seriously, consider the impacts carefully, and keep children enrolled whenever possible. We work closely with families to set children on positive paths.

To prevent removing a child or family from care, we:

- Create learning environments in which every child feels safe and comfortable.
- Design a learning environment that promotes children's engagement.
- Focus on teaching children what to do, specifically by teaching expectations and routines as well as skills children can use in place of challenging behaviors.
- Talk to families about issues as they arise and keep in constant communication.
- Provide Incident Reports and Behavior Plans when appropriate and partner with the family to identify the best ways to teach positive behaviors and self-regulation.
- Identify and engage mental and behavioral health consultants and community resources after obtaining parent permission.

Removing a child from our program is a last resort, used only when other steps taken to resolve an issue have been unsuccessful. Even after the difficult decision to end care has been made, we will do our best to help make the transition as smooth as possible for the child and family.

Possible reasons for ending care include:

- Delinquent Payments – Parents who have been delinquent in payments two consecutive months or three times in an academic year.
- Failure to provide child documentation within 30 days of enrollment or during annual audits.
- Lack of cooperation with the center's policies and philosophies.
- Lack of willingness to resolve differences and address behavioral issues disruptive to normal class functioning.
- Refusal to seek necessary help for your child.
- Inappropriate behavior towards other families or staff.

BRIGHTWHEEL

At Wings Early Childhood Center, we use an online system called Brightwheel! Brightwheel is an app that families will download onto their phone and is used for many things throughout the day. Brightwheel is our main system for enrollment, parent communication, check-in/out procedures, and we even use it as part of our curriculum! Some features include message notifications for quick and easy communication, photo and video updates of your child throughout the day, and learning observations that are kept in their profile during their time at Wings. Brightwheel stores everything all in one place making it a parent AND staff favorite.

ENROLLMENT AND REGISTRATION

Families are required to digitally submit the following information to Brightwheel when enrolling their child (most forms must be updated annually) and update administration with any changes:

- A registration form, emergency contact form, and an enrollment contract.
- An emergency authorization form for transportation and a parent handbook signature.
- In income eligibility form for our food program and a 1040 tax return form to determine tuition.
- A topical preparations form, photo/media release form, and a field trip permission slip.
- A health form completed by a physician within 30 days of the child's first day in school.
- Immunization records or medical/non-medical exemption forms (contact director for more info).
 - Exemption forms **MUST BE NOTARIZED**.
- A one-time \$100 non-refundable registration fee due on the child's first day of school.

If you are enrolling your child for year-round care, you are expected to pay a fixed rate each month. If you are enrolling your child for schoolyear only care, you are paying a fixed rate and agreeing to withdraw your child for the summer. When withdrawing your child, you are risking losing their spot come the following schoolyear. If your child is year-round but wants to withdraw for the summer, your child's spot will still need to be paid even if they are not in attendance. This will hold their spot for the following schoolyear. If you are enrolling your child for summer only care, you are paying for actual attendance and not a fixed rate.

WITHDRAWING FROM THE PROGRAM

If you choose to withdraw your child from the Wings Early Childhood program, you **MUST** notify the office two weeks (14 days) in advance with written notice to ensure the center has adequate time to fill your child's spot. The center has a withdrawal form that you will need to request and fill out. Charges may be prorated for the month of attendance if your child is withdrawn mid-month, but parents will be responsible for full monthly payment if advanced notice is not provided. In the case of emergencies or unsafe child conditions, the Director may waive these fees if it is deemed appropriate.

CHECK-IN/OUT PROCEDURE

Families are required to check their child in and out at the front office using the iPad. You will check your child in/out by entering your four-digit Brightwheel code, signing for that child, and saving the information. If you forget to check your child in or out, notify the staff through Brightwheel messages immediately so they can fix the error.

PICK-UP AND DROP-OFF PROCEDURE

Wings is a "Secure Facility" requiring a 4-digit code to enter the building. All entrances and exits of Wings remain locked and secure throughout the entirety of the day. Each family is given a 4-digit code through Brightwheel upon enrollment which can be changed in your parent profile. It is vital that you comply with the following expectations and safety requirements for pick-up and drop-off:

- Children should be dropped off no later than 8:30am and picked-up no earlier than 3:30pm.
- **DO NOT SHARE YOUR CODE!** If anyone other than the primary guardians are picking up, they will either request a code or wait in the vestibule.
- Do not let other people in the building even if they are other parents. You need to let the front door shut behind you so the other parents can put in their code.
- Create a drop-off routine with your child to avoid painful goodbyes. For example, help your child hang up their things in their cubby, help wash their hands, and say your goodbyes.
 - Children are assigned their own cubby where their personal items are kept. Some items are not allowed to be stored in cubbies, i.e., lip balm, lotions/creams, wipes, hand sanitizer, money and/or any item that states **Keep Out of Reach of Children.**
- If your pick-up time is 5:30, that means that you need to be OUT of the building by 5:30 for closing.
- Upon arrival to school, please shut classroom doors when picking up or dropping off. We don't want any escape artists!

UNAUTHORIZED CHILD PICK UP

For each child enrolled, Wings requires written or verbal authorization from a parent or legal guardian regarding persons to whom each child can be released. Parents will need to provide the full name and phone number of persons picking up. Further, those who are picking up will need to present a valid ID. Wings will not release children without verifying that the person picking up the child is authorized to do so. If an unauthorized or intoxicated person tries to pick-up, guardians and/or emergency contacts will be called. If the problem is not resolved, the staff responsible will notify child protective services (CPS) or call 911. All persons on the pick-up list must be at least 18 years old. We will NOT release a child to anyone under 18 years of age.

ABSENCE & LATE POLICY

Absence Policy:

Parents are required to notify staff if their child is going to be absent through Brightwheel messaging or by phone. If a child is absent due to illness, please notify the staff as it is required by the school's nurse consultant to be documented and tracked. Parents are still obligated to pay for any planned or unplanned absences; however, administrators should be informed of any extended absences due to illness or vacation.

Late Drop-Off Policy:

Wings starts the school day at 7:30 AM. Please ensure that your child is dropped off no later than 8:30 AM to avoid interrupting classroom transitions and routines. If you are running late due to unforeseen circumstances, notify staff immediately so they can properly plan for their day. Continued lateness could result in a late fee or removal from the program.

Late Pick-Up Policy:

Wings ends the school day at 5:30 PM. If a child has not been picked up by 5:30 PM, that child will continue to be cared for by one of our qualified staff, and the parents will be called to ensure pick up. If a parent cannot be reached, the emergency contacts listed on the child's profile will be called. If there is no answer or response the staff responsible will contact local CPS and/or call 911. Consistent lateness will result in a late fee of \$5 after every 5 minutes your child is not picked up on time. It is **CRUCIAL** that your child be picked up at or before their scheduled time as staff is scheduled according to child ratios.

PARENT COMMUNICATION

There are many ways in forming lasting relationships between families and caretakers, one of which includes strong communication! By using Brightwheel, we increase our ability to share memories with parents throughout the day by sending pictures, videos, messages, and even learning observations. It allows for parents and teachers to connect both virtually and in-person. Here are some of the Brightwheel activities that parents will see on their app:

Brightwheel Activities:

- Brightwheel **messaging** is the school's main source of quick communication between parents, teachers, and administrators. Messages are used to communicate needs, updates, alerts, and reminders.
- **Photos** and **videos** are shared with families during the day to show what children are up to.
- **Meals, naptimes, and potty times** are shared with families upon request and/or need.
- Daily lesson plans for each classroom are found under the **learning** section. This allows for parents to see what their child is learning to help bring home and school together.
- Brightwheel **observations** are used to assess child development and growth and parents can view and request any developmental reports.
- **Incident reports** are shared with parents in the event of any incident or accident that may involve a child getting hurt or having behavioral issues.
- **Health checks** are shared with parents in the event of a child becoming ill. When staff write health checks, it is to inform the parent of the illness and parents **MUST** pick up their child.

Teachers may not always log the above information due to their busy schedules or lack of consistent internet connection. They are required to be present with the children as their first priority and many days can be quite busy!

PARENT TEACHER CONFERENCES

Parent-teacher conferences are held twice a year; once in November and once in May. This is a chance for parents and teachers to discuss child growth, strengths, areas of concerns, and build stronger relationships between home and school. We love seeing parent and teacher connections!

COMPLAINT RESOLUTION AND STEPS

Communication is the core of healthy relationships and that is true with Wings staff and its parents. If, for any reason, you feel that you have a complaint and want it addressed please follow the procedure below:

- **FIRST**, take your concern to the person closest to the problem. This creates the best possibility of addressing your needs.
 1. Allow staff to plan a meeting in private that corresponds with your schedule.
 2. Issues must never be addressed publicly or in front of children.
 - **SECOND**, present your concern to the next level. This is typically Administration.
 1. If you are unable to resolve the issue with the individual staff member, take your concern to the Wings Director or Assistant Director
 2. The Director/Assistant Director will actively listen to and understand your concern and do their best to resolve the issue or to answer your questions in a way that you feel confident it will be resolved.
 - **THIRD**, speak with the Wings Board of Directors.
 1. If you feel that your concern has not been met through the first two steps, please inform the Board of Directors parent liaison that you wish to be put on the agenda for the next Wings board meeting. This will enable you to have an official voice directly to the Board so that they understand your concern.
 2. After hearing you, the Board will take one or more of several steps, some of which may include asking the Director to take specific steps to resolve the problem.
-

DAILY FUNCTIONS

Wings is dedicated to creating a unique, welcoming environment that is safe, engaging, and educational for all children. We are a nature-based facility dedicated to creating lasting memories and connections with our natural world through play-based philosophies and outdoor exploration.

Each classroom spends anywhere from 50%-80% of their day learning outside. Children only come indoors in case of emergencies, severe weather, to use restrooms, and to nap. We believe strongly that children benefit from learning alongside nature. Research shows that children who play outside on a regular basis have reduced anxiety, stress, and depression and are more inclined to openly explore, using their imagination to solve problems.

CURRICULUM

At Wings, we pride ourselves in teaching children based on their interests and developmental growth through nature-based play. We focus on social/emotional development and growth by using positive guidance strategies and setting positive examples. By openly playing outside, we are encouraging students to explore their surroundings, ask questions, and find ways to work together to solve problems. Allowing a child to guide their own learning creates a sense of ownership and empowerment for the child. Not only are they choosing their own paths with a teacher's guidance, but they are also growing into responsible, inquisitive people who can work together using their imagination.

During a child's time at Wings, they are guiding their own learning as teachers simply observe, assess, and provide necessary materials and language building. Teachers use Brightwheel to observe children's progress and make assessments based on their skills/knowledge. Further, teachers use the Ages and Stages Questionnaires (ASQs) to quickly assess whether a child has mastered a skill, is developing a skill, or if they need extra support(s) in specific areas of development. To learn more about the Wings curriculum, please visit the **document** section in the Brightwheel app.

DAILY ROUTINES

Each classroom has their own unique routine designed to embrace and welcome your child. Young children thrive off consistent routines. It provides them with a sense of security and safety. To accomplish our goals, daily routines and overall structure of our program are two of the most significant components as a part of each child's learning experience. Although children spend most of their time outside, they are still participating in mealtimes, circle time, music and movement, and daily nature-themed learning activities. Contact your child's teacher or the school administrators to learn more about your child's classroom routine and transitions.

CLASSROOM TRANSITIONS

Transitions from the wobbler classroom to the toddler classroom will happen the first day of the new school year (day after Labor Day), or when a child celebrates their 2nd birthday. The children moving up will have classroom visits for as many hours as possible before their start date.

Transitions from the toddler classroom to the preschool classroom will happen the first day of the new school year (day after Labor Day), or when a child celebrates their 3rd birthday. The children moving up will have classroom visits for as many hours as possible before their start date.

Wings will also provide support for the transition from pre-kindergarten to kindergarten by supplying parents with open enrollment handouts for the Pagosa Elementary School and Pagosa Peak Open school. The Director and Assistant Director are always available if you have more questions.

MEALS

Wings participates in the Child and Adult Care Food Program (CACFP) meaning that we are reimbursed for each meal served to each child. We are required to follow strict mealtimes and are only allowed to serve certified, healthy foods. Children's allergies are taken into consideration when preparing meals, however, if a child requires a special diet, parents are encouraged to bring their own dietary supplements and/or work with the school nutritionist.

Meals provided include:

- Breakfast served from 9:00-9:30 AM
- Lunch served from 11:30-12:30 PM
- Snack served from 3:00-3:30 PM

Our school nutritionist rotates between 8 different menus throughout the school year (2-week menus for Spring, Summer, Fall, and Winter), and works closely with all families to include a wide variety of foods that are healthy and nutritious. If you should have any questions or requests for our cook, please contact her at nutritionist@wingsearlychildhood.org.

NAPTIME

Each day following lunch, all children are required to rest on a mat for one-half hour minimum. Wings' naptime is from 12:30-2:30 every day. All children must have state-regulated rest periods when in care for periods longer than 5 hours. We make every effort possible to provide an environment that is quiet enough for those who need to nap yet not too restrictive for those who do not. Teachers assist children in resting by reading stories, providing soothing music, and rubbing backs. Children are not required to sleep but are encouraged to rest quietly on their mats during this time.

Please be aware that if your child is sleepy, teachers will not prevent them from sleeping based on a parent's request. Children who are not napping after a 30-minute window rest period will be given quiet activities to do next to their mat or in a designated area for children who are awake. We will provide mats (sanitized daily after use), a mat sheet, and a blanket (washed weekly) for each child. You may bring a small pillow, blanket, and/or stuffed animal that fits in the cubby to

help your child rest. **Please do not bring toys or electronic devices that encourage children to play during rest time.**

Additionally, Wings cannot provide multiple naps throughout the day. Although we work extremely hard to accommodate all families and their requests, we cannot provide multiple naps throughout the day due to our busy daily schedules and activities. If your child takes two naps, we will create a plan together that allows your child to comfortably adjust to taking one nap.

DIAPERING

Children are diapered or changed in the identified diaper changing areas and are never changed on other surfaces. Staff maintains licensing standards in the handling of your child while diapering by using gloves, never leaving a child unattended, and disinfecting the area between each usage. If your child should develop a rash while at school or before coming to school, parents are obligated to provide diaper rash creams/ointments and sign a topical preparation form allowing staff to apply said creams/ointments on the afflicted area. If any creams or ointments are prescription, parents will need to contact the school's nurse consultant for written approval. See page 12 to read more about requirements for administering medications.

POTTY TRAINING

Wings requires all children who are going into preschool (3-5 years) to be potty trained (unless there are children who either have written doctor's notes or have special needs who need more support). Our Toddler and Wobbler classroom encourages potty training; however, it is not a requirement upon enrollment. If an accident should happen during the day, staff is required to handle the situation discreetly as not to embarrass the child. **Children should never be shamed for having an accident at home or at school.** The child's dirty clothes will be put into a plastic bag and sent home to be washed. Wings requires parents to bring extra clothing in case of toilet accidents. Parents who are interested in starting potty training must contact the teacher(s) to devise a plan for home and school practices.

HEALTH AND SAFETY

Wings' Safety Motto: *We keep ourselves safe. We keep our friends safe. We keep our things safe.*

Smoking is not allowed in or around Wings.

Firearms are not allowed in or around Wings.

Drugs & Alcohol are not allowed in or around Wings.

CHILDREN WITH SPECIAL NEEDS

Wings accepts ALL children and will collaborate with San Juan Board of Cooperative Educational Services (SJ BOCES), Community Connections, the local Early Childhood Council of Archuleta County (ECCAC), and the Southwest Center for Mental Health (SWCMH) to design services for children with special needs and their families. "Special Education" relates to individualized educational planning and instruction provided at no additional cost to parents/guardians. If you are interested in these services for your child, please notify your child's teacher(s) and/or administrative staff.

Services and Referrals for Children with Special Needs/Disabilities

When a teacher or a parent identifies a concern with a child, be it a special need, a behavioral issue (hitting, biting, shoving, throwing), relational aggression (verbal bullying, whining, refusal to follow directions) a disability, or other, staff and parents can do the following:

- Observe the behavior(s) at home and at school
- Document the behavior(s) (identify events, activities, interactions, and other contextual factors that predict challenging behaviors)
- Present the documentation to the Director/Assistant Director, Teacher, or Parent
- Collaborate to create a behavioral/additional services plan
- Refer child to appropriate professional learning service with parents' consent (Professional Services include: BOCES, Community Connections, SWCMH, Mental Health Consultants, Nurse Consultant)

REPORTING CHILD ABUSE AND NEGLECT

The following definitions of abuse and neglect appear in the Colorado Children's Code: **ABUSE**: an act or omission by the caregiver, which threatens the health or welfare of a child, including physical abuse, sexual abuse, or neglect. **NEGLECT**: occurs when a child's environment is injurious to their welfare, a child lacks proper subsistence, education, medical care, or any other care necessary for the health, guidance, or wellbeing.

Types of Abuse/Neglect:

- **Physical**: hitting, shoving, shaking, burning.
- **Emotional/Mental**: screaming, intimidating, ridiculing, rejecting, denying reality, harming pets.
- **Sexual**: fondling, intercourse, oral sex, masturbation, and exploitation.
- **Neglect**: failure to provide adequate supervision, food, clothing, shelter, medical care, or basic needs for reasons other than poverty.
- **Educational Neglect**: withholding opportunity or access for educational services for the child.

Who should report?

In accordance with state and federal laws guiding the Family Violence and Prevention Act, all Wings Early Childhood Center staff are **mandated** to report any incidence of known or suspected child abuse or neglect for investigation to:

- Colorado Child Abuse and Neglect Hotline: 1-844-264-5437
- Colorado Department of Human Services, Child Care Division 1575 Sherman Street Denver, CO: call 303-866-5958

It is **not** the job of the person who suspects the abuse to investigate it. These matters are to be reported to the above authorities and they will protect the identity of the suspected abuser and begin an investigation of the matter. Persons who report the suspected abuse are bound by strict confidentiality laws and are not to share the suspicion to anyone else except the proper authorities. To do otherwise could put the person involved, the child, and the family in an indefensible position.

CONFIDENTIALITY

The Wings administration and staff assure parents that there will be no violation of confidentiality – medical, physical, or personal – that might affect any of the children enrolled without the parent's written permission. The only exception to this assurance would be in the event of a case of child abuse or neglect. Child files are kept confidential through Brightwheel, and only administrators and parents have access to child records. Regulatory authorities will have access upon written request.

SUPERVISION

Wings' teachers are required to actively supervise children at all times to ensure their safety by:

- Highlighting each child on the roster as they arrive at school,
- Crossing out each child on the roster as they are picked up,
- Counting the children regularly throughout the day for safety,
- Checking Brightwheel attendance regularly, and
- Participating in daily active supervision of all children.

ADMINISTERING CHILDREN'S MEDICATIONS

All prescription and non-prescription medication given in childcare requires parent consent and a written authorization form from your health care provider. The medication authorization forms are provided upon request. Only certified, authorized staff may administer the medication (all staff are trained annually), and all medications will be stored in a locked cabinet, inaccessible to children.

EMERGENCY PROCEDURES

All classrooms participate in monthly fire drills and tri-monthly lockdown drills. In the event of an emergency requiring immediate evacuation of the school, staff will first attend to the children's safety. Once the children are free and clear, 911 will be contacted to report the emergency. If, after an emergency, the building cannot be reoccupied, the children will be relocated to the safest location. Wings staff will bring family emergency contact information to report location of children for pick-up.

LOCK DOWN

In the case of a threatening emergency, the center is geared to lock down the entire facility. The following are steps we follow to ensure the safety of the children:

- Inform teachers without alerting children,
- Bring all children inside, if outside at the time, and ensure all doors are locked,
- Check Brightwheel attendance tracking to ensure that all children are present and accounted for,
- Calmly and quickly close all blinds, turn off lights, and move children into their classroom bathrooms,
- Office staff will lock their door, close their windows, hide under their desks, and
- No one will be allowed in/out (including parents/families) until police have rescinded the lock down.

WEATHER

Wings celebrates and encourages outdoor play; exceptions are stormy days with thunder and lightning, summer days when the heat index is over 100° F in the shade, and winter days when the wind chill factor is below 20° F. On such days, children may go outside for brief periods. **SAFETY IS OUR PRIMARY CONCERN.** Families must provide appropriate outdoor wear for the season. **We believe all children who are well enough to attend school are well enough to participate in outdoor time unless otherwise determined by the Wings staff.**

Since we are a nature-based facility, we believe that nature is the key to our children's education and overall health. Our students and staff are outside anywhere from 50-80% of the day! We are indoors due to severe weather, using bathrooms, and naptime. That means, parents should provide all the necessary items for outdoor care. This includes:

- A water bottle that remains at the school
- Extra daily clothing **AND** extra clothing appropriate for each season/weather:
 - Spring/Summer: **sunscreen**, sunhats, light jackets, rain clothes and shoes
 - Fall/Winter: jackets, beanies, gloves, snow pants, snow coat, and snow boots
- **PLEASE LABEL ALL OF YOUR CHILD'S ITEMS!**

INCIDENTS AND HEALTH CHECKS

In the event of an injury the Director or Assistant Director will be notified immediately. The classroom staff "in-charge" of the accident will complete the Incident Report through Brightwheel as soon as possible. At least one other staff member will review the report. The parent will be notified electronically of the accident through Brightwheel.

Each staff member is also obligated to do regular health checks on the children throughout the day as needed. Health checks are an activity located in Brightwheel used only when a child has a fever, rash, vomiting, diarrhea, or any other symptoms mentioned in our exclusion list below. If you are notified with a health check, the staff will additionally notify parents that pick-up will be required.

ILLNESS POLICY

A child who is ill upon arrival at the facility may not be accepted if it is determined they are too sick to be at school. Although we understand the pressure for you to be at work, we are responsible for the health and safety of all children at the facility. We strictly adhere to our illness policy mandated by the State of Colorado Department of Health and Environment.

EXCLUSION LIST

We will contact you for immediate pick-up of your child in the event of ANY of the following:

1. Fever of 100° F or higher, with behavior changes or other signs or symptoms of illness.
2. Vomiting: 1 time during a one-day period at the facility or 1 time with fever or recent head injury.
3. Diarrhea: 2 or more loose/watery stools during a one-day period at the facility.
4. Coughing: SEVERE uncontrolled coughing or wheezing and/or rapid or difficulty in breathing.
5. Sore Throat: SEVERE sore throat, which interferes with swallowing, eating, and/or fever.
6. Nasal Discharge: substantial amounts of yellow/green nasal discharge indicating infection with fever or significant behavior changes.
7. Eye Discharge: any thick yellow, green, or white discharge in large amounts and/or pink coloring.
8. Scabies or Head lice: any repeated/uncontrollable itching of the scalp/head.
9. Mouth Sores and Blisters: only if child does not have control of drooling.
10. Rash: only if child ALSO has fever or behavior changes, spreads very quickly, has open weeping wounds, or rash that is not healing.

CHILDREN MUST BE FREE OF ALL ABOVE SYMPTOMS UNMEDICATED FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

Further, your child may return to school when (s)he:

1. Has not had vomiting/diarrhea within the past 24 hours without medication and has resumed regular diet pattern of food and fluids,
2. Has no fever WITHOUT MEDICATION for 24 hours,
3. Has been on antibiotics for at least 24 hours,
4. Has only minor, clear nasal drip and/or occasional cough, and
5. A licensed physician released your child to return to school.

OUR TEACHERS AND STAFF

The staff at Wings are held to the highest of standards. In the early childhood field, teachers are required to meet a variety of qualifications in order to work with young children. They are required by state regulations to attain 15 hours of professional development a year. Wings holds 4 staff days a year to meet these requirements and teach staff about child development, nature philosophies, child assessment tools, and anything pertaining to the safety and wellbeing of children.

Each teacher is also encouraged to continue their education by receiving college credits, a bachelor's or associate degree, and seek knowledge in the early childhood field that is useful and sparks interest to the individual. All teachers and staff are held to high standards and are expected to create lasting relationships with each child in their care. They are encouraged to maintain safety, respect of all children and their families, and ignite love of lifelong learning!

PARENT UNDERSTANDING, AGREEMENT, AND SIGNATURE

By signing this document, you are agreeing to the Wings Early Childhood Center Parent Handbook rules, guidelines, and procedures. You also agree to any changes that are made to the parent handbook as many things often change. You will be updated on these changes as they may happen. We are proud to be a part of your child’s growth and development, and we hope to share many pleasant, fun memories with your child and your family. Being located next to the Steven’s Field Airport and a pond full of waterfowl, we watch more than just our kids take flight! Thank you again for choosing Wings. We hope to bring joy and collaboration to our Pagosa Springs community.

(Parent or guardian printed name)

Date