

Wings Early Childhood Center



## 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*

### **Hours of Operation**

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

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

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



## **Welcome to Wings Early Childhood Center!**

*We are so happy to welcome you to our early childhood program. This parent handbook is intended to provide families with the school's policies and procedures. If you have any questions or concerns, please contact the Director immediately. Thank you for entrusting us with your most beloved treasures. We are so proud to be a part of your child's growth and development and to give them the Wings they need to take flight!*

Dear Parents,

Welcome to Wings Early Childhood Education Center. We look forward to getting to know you and your child. Wings opened its doors to parents and families in August of 2020 in 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 caring environment. The staff here make it their priority to provide loving bonds with your children to start 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 Montessori approach. We pride ourselves in teaching our children through nature-based play. They are children after all!

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*

### **RELATIONSHIP WITH PIEDRA AUTOMOTIVE**

Bill Schwab is the owner of Piedra Automotive and he and his team offer many services to our school. In the winter seasons, Bill plows our school parking lot **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!

## **PURPOSE & PHILOSOPHY**

At Wings Early Childhood Center, we respect families as the child's first teachers and understand our primary role is to support each unique family. We care not only about the educational enrichment and daily needs of each child, but also the needs of individual families we serve. We understand the importance of early childhood education, and we have made it our goal to show our families the importance of education by allowing each child to openly create, explore, and discover their natural world.

We also understand that learning cannot take place without a loving and caring environment provided by both families and caregivers. All Wings employees make it their priority to provide loving bonds with children to start the learning process. It is also important to us that we form positive relationships with our families as we understand that parents are the expert of their child, and we are the experts of their education and development. We hope to work closely with all families to ensure their children are receiving the quality education they deserve.

## **MISSION STATEMENT**

*To deliver high-quality, affordable early care and education to children ages 1-5 in Archuleta County regardless of income or family structure to inspire the importance of learning as they get older.*

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## **GENERAL INFORMATION**

### **AGES OF CHILDREN SERVED**

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.

### **SERVICES FOR CHILDREN WITH SPECIAL NEEDS**

Wings accepts ALL children and will collaborate with San Juan Board of Cooperative Educational Services (SJ BOCES), San Juan Basin Health Department & Early Childhood Connections (SJ/ECC), 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.

### **CLASSROOM TRANSITIONS**

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 3<sup>rd</sup> birthday. The children moving up will have classroom visits for as many hours as possible before their start date.

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

### **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. 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)
- In-Service Training Days (one in March and one in August)
- Memorial Day
- Independence Day
- Summer Break (August week)
- Labor Day
- Thanksgiving Day and Friday
- Winter Break (December week)

## ENROLLMENT & TUITION

### ENROLLMENT AND REGISTRATION

Families are required to submit the following information when enrolling their child.

- Immunization records, emergency contact information, and a completed registration packet on file before attending.
- Families must update their children's information annually.
- Families are responsible for informing the Director of any changes in address, contact numbers, emergency pick-up, and authorized child pick-up information throughout the year.
- A completed physical within 30 days of the first day of attendance which must include a physician's signature (children under 2 ½ years must submit a new physical every 6 months).
- A \$50 non-refundable admissions/registration fee.
- A copy of most recent 1040 Tax Return Forms for those applying for tuition subsidies.

### TAX RETURN FORMS

All families applying for tuition subsidies are required to present their most recent 1040 tax return forms upon enrolling to determine an appropriate 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 31<sup>st</sup> of every year. **Failure to submit new tax forms by the 31<sup>st</sup> of May will result in an increase from your current tuition rate to the highest tuition rate (Level 4).**

### TUITION AGREEMENT

Parents will sign a Tuition Agreement upon enrolling their child into Wings. Tuition is payable in advance monthly, semi-annually, or annually. This guarantees a slot for your child whether they show up for class or do not attend for a few days; you still have your slot upon your return if your tuition is paid up to date and in advance. Further, our staff is still required to be at work and paid regardless of whether your child is in attendance or not. This agreement will be filled out and funds collected when you register your child.

**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 forwarded to the director and a determination (including dismissal) will be made on whether your child will be allowed to continue in the Wings program. Tuition is based on income and household size and is prepaid monthly, semi-monthly, or annually, **NOT** by attendance. If a child is absent due to illness or vacation, the tuition rate will remain in place, as the center will have remained open and must employ and pay staff.

Further, all families are charged a fixed monthly rate using an annual formula only charging families for 48 weeks out of the 52-week year. For example, if the school is closed for winter break, a family's monthly tuition will remain the same as any other month as the formula calculates that families do not pay for 4 closed weeks out of the year.

## WINGS

	Level I	Level II	Level III	Level IV
Preschooler (ages 3-5)	\$29	\$34	\$38	\$44
Toddler (ages 2-3)	\$32	\$37	\$41	\$47
Wobbler (ages 1-2)	\$42	\$47	\$51	\$57

**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

## **FINANCIAL ASSISTANCE**

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

## **WAITLIST PROCEDURE & POLICY**

When a classroom is at full enrollment capacity, we place interested families on a waitlist based on priority status and date of placement on the waitlist. As soon as an opening occurs, we will contact families in descending order within each priority category:

- 1st Priority**- siblings of children who are currently enrolled at the center;
- 2nd Priority**- children within the community whose parents work full-time;
- 3rd Priority**- children whose families cannot afford to pay full tuition.

A non-refundable holding fee of \$30 per child holds their slot for six months. Further, the first month's tuition and a \$50 registration fee must be paid prior to your child beginning care. When a slot has been offered and you postpone placement by asking to remain on the waitlist, your waitlist date will change to the day you postpone, and your child will remain on the waitlist. If you withdraw from the program and then wish to return, your child will be placed on the waitlist and the admissions process will be repeated, including the requirement of a \$30 non-refundable holding fee.

To have the most current waitlist, the Director will send out an email request to all families currently on the waitlist at least once a year to ascertain if they are still interested in attending.

## **PARENTS & FAMILIES**

### **CHECK-IN/OUT PROCEDURE**

Families are required to check their child in and out at the front office using the iPad. You will then use the ChildPlus sign-in system for safety requirements. You will check your child in/out by clicking their name, signing for that child, and saving the information. A staff member will then take the child's temperature and walk them to their classroom.

### **SECURE FACILITY**

Wings is a "Secure Facility" requiring two points of identification to arrive and to leave.

#### **Keypad** (Adults only use the keypad, please)

- Entry requires a code for the Keypad at the front door.
- Codes are issued by administration upon enrollment.
- Each person's code is different to ensure that Wings has a record of who drops off a child and who picks up that child.
- PLEASE DO NOT SHARE YOUR CODE with anyone else. This is an essential element for the protection of your child.
- Please note that the keypad is registering the entry of the child, not the person delivering or picking up the child.

### **LOCK DOWN**

In the case of an emergency that might threaten the safety of the children, the center is geared to lock down the entire facility. The following are steps we follow to ensure the safety of the children: 1.

- Inform teachers without alerting children
- Bring all children inside
- Check ChildPlus attendance tracking to ensure that all children are present and accounted for
- Close all blinds and move children away from windows and doors without alarming the children
- Make sure all exterior doors are locked
- Office staff will move away from offices – 1 to a classroom – and take a cell phone.
- No one will be allowed in or out (including parents/families) until police have rescinded the lock down

### **LOCATION OF CHILDREN**

Wings' teachers are required to know where the children are at all times and will ensure the safety of all children, especially on walks away from the center. Procedures include.

- 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 throughout the day for safety,
- Counting the children when they line up to go outside and come back inside.

## **PARENT COMMUNICATION**

We value our relationship and communication with parents because we serve as partners in the care of your children. We encourage you to let us know anything that might help in our work with your child such as recent moves, developmental/medical needs/challenges, birth of a baby, divorce or separation, death in the family, new pet, etc. In turn, teachers will share information with you about your child's day on a regular basis. We want to celebrate the wonderful activities and projects your child is engaged in each day.

A monthly newsletter will provide information, articles of interest, and any changes/updates within the school. Parents can keep in contact with the following.

- Email: [director@wingsearlychildhood.org](mailto:director@wingsearlychildhood.org)
- Phone: 970-731-2868
- Google Hangouts: message to the email [wings20main@gmail.com](mailto:wings20main@gmail.com)
- **Preschool Room:** [preschool@wingsearlychildhood.org](mailto:preschool@wingsearlychildhood.org)
- **Toddler Room:** [toddlers@wingsearlychildhood.org](mailto:toddlers@wingsearlychildhood.org)
- **Wobbler Room:** [wobblers@wingsearlychildhood.org](mailto:wobblers@wingsearlychildhood.org)

## **PARENT TEACHER CONFERENCES**

Parent-teacher conferences are held twice a year, once in November and once in May. Parents receiving state assistance from CCCAP and CPP are obligated to attend conferences twice a year to honor their contract with these organizations.

## **NOTIFICATION OF ABSENCES**

We appreciate a phone call when children will be absent from the center before their scheduled arrival time so we can better plan for the day. If your child is absent due to an illness, please inform the Wings staff. It is required by our nurse consultant that we document any illnesses in our school.

## **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 Education Center staff are **mandated** to report any incidence of known or suspected child abuse or neglect to a local law enforcement agency for investigation to:

- Archuleta County Department of Human Services: 970-264-2182
- Colorado Department of Human Services, Child Care Division: 303-866-5958 1575  
Sherman Street (1st Floor) Denver, Colorado 80203

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.

## **WITHDRAWING FROM THE PROGRAM**

If you choose to withdraw your child from the Wing Early Childhood Education program, you **MUST** notify the office two weeks (14 days) in advance with written notice to ensure

the center has time to fill your child's vacated placement. This is in the form of a written notice. 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.

If, by the decision of the Director, a family is asked to leave the center, two weeks' notice will be provided. Reasons for dismissal from the program may include:

- Failure to provide health/immunization and other records within 30 days of enrollment or on annual basis, or
- Failure to pay childcare charges (with no payment plan established), or
- Failure of the program to meet the needs of the child, or
- Your child constitutes a safety or legal hazard to themselves, other children, or staff.

## **EXPULSION**

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

To prevent suspension and expulsion, we:

- Create learning environments in which every child feels good about being there.
- 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. •
- Provide Incident Reports and Behavior Plans when appropriate and partner with the family to identify the best ways to teach positive replacement behaviors. •
- Identify and engage mental and behavioral health consultants and community resources after obtaining parent permission.

Suspension and expulsion are 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. We do this by:

- Giving families reasonable notice, generally at least one week, prior to ending care, unless it is necessary to immediately discontinue services. Revised December 2020 26
- Help families find alternate care by connecting them with community-based childcare resources and referral agencies. We reserve the right to cancel enrollment for the following reasons:
- Delinquent payments – Parents who have been delinquent in payments two consecutive months or three times in an academic year may lose place in care.
- Failure to provide or renew your child's medical statement and immunization record can be cause for dismissal. Both forms are required by state licensing.
- Lack of cooperation with the center's efforts to resolve differences or to address behavioral issues disruptive to normal class functioning.
- Abusive behavior and/or verbal threats toward children, staff, or other parents.
- Lack of cooperation or failure to adhere to written and/or posted center policies and procedures.

## **Referral for Challenging Behaviors and 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, whacking with toys) relational aggression (verbal bullying, whining, refusal to follow directions, observe classroom rules) a disability, or other, staff will do the following:

- Observe the behavior(s)
- Document the behaviors (identify events, activities, interactions, and other contextual factors that predict challenging behaviors and/or assess the function of the challenging behaviors)
- Present the documentation to the Program or Executive Director
- Collaborate with the family
- For challenging behaviors, staff and parents together will create a challenging behavior plan, and, if necessary, refer the child to other professionals. The primary decision for the plan will be made by the family. (Referrals will be made by the Program and Executive Director ONLY after getting the family's permission.)

- For other special needs and disabilities, if necessary, the child will be referred to other professionals like the Early Childhood Mental Health Specialist and BOCES. Positive behavior support strategies (removing materials, modifying the classroom, create a predictable daily schedule) will be created and shared with the family. The primary decision for the plan will be made by the family. (Referrals will be made by the Program and Executive Director ONLY after getting the family's permission.)

## **BITING**

Biting is a natural developmental stage that many children go through. The safety of the children at the center is our primary concern. As common as biting is in group care, the reaction and anxiety because of biting is worrisome to say the least. Biting creates anxious feelings for everyone involved; the children, teachers and especially the parents both of the biter and the bitten.

A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Some children have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. Revised December 2020  
27 The center will encourage the children to "use their words" and give them the appropriate words to use if they become angry or frustrated. The teacher will always maintain close and constant supervision of the children.

The following steps will be taken if a biting incident occurs at our center:

- The teacher will comfort the victim.
- Staff will stay calm and will not overreact.
- The biter will firmly be told that biting is not okay and that biting hurts.
- The teacher will redirect the biter to a different place to play or calm down if need be.
- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident.
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.

\*We will partner with the parent of the biter to work on a plan and strategy to prevent this from happening again. If parents have concerns, please come and talk to the Directors.

## **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. Concerns are not handled well during "on-the-spot" meetings. Allow the staff at the center to plan a meeting in a private forum 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 the Director.
  1. If you are unable to resolve the issue with the individual staff member, take your concern to the Wings Director.
  2. The 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 Director or 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. The Board, after hearing you, will take one or more of several steps, some of which may include asking the Director to take specific steps to resolve the problem.

## **FAMILY RIGHTS AND RESPONSIBILITY**

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

- To enter and be welcomed any time during regular business hours (7:30-5:30)
- To ensure your child is always treated with dignity and respect,
- To have your child be safe at all times while learning in an environment that encourages education, curiosity, real-life projects, and exploration,

- To be informed about curriculum, activities, and family gatherings,
- To address concerns about decisions and work relating to your child's learning experience,
- To review your child's file or portfolio during regular operating hours,
- To be informed about progress, challenges, or other issues impacting your child's experience,
- To exercise your rights without fear of discrimination or unfair treatment toward you, your child, or your family.

## **RESPONSIBILITIES**

As a parent of a child enrolled in the Wings Early Childhood Education 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 ensure annual documentation is up to date by providing any missing/incomplete documentation,
- To provide all payments on time (1st of each month before care is provided),
- To maintain your child's physical and dental health,
- To provide and update emergency contact information for the primary caregiver as well as your local emergency care provider (relative, friend, etc.),
- To support any learning plan developed in conjunction with the school in your home setting to ensure consistency,
- To ensure your child attends school regularly and maintains a consistent schedule both at school and in your home (your child arrives at school rested, in good health and ready to play and learn),
- To pick up your child by the time assigned for your family,
- To take home and read materials sent from school,
- To actively participate in your child's learning experience and in the Parent Volunteer program, and
- To provide ongoing communication and collaboration with center staff to ensure Wings Early Childhood Education Center meets your child's needs.

## **CUSTODY**

Custody: According to Colorado Law, if you have joint custody, both parents are entitled to pick-up the child at any time and be involved in the child's education and progress. Whatever custody arrangement you have, you must furnish the center with a copy so we may comply with that court order. If you have a court ordered child arrangement other than joint custody, the same rule applies, you must furnish the center with a copy so we may comply with that court order. All forms will be kept confidential. A file for each child will be maintained at the center for a minimum of three (3) years after attendance ends.

Non-Custodial Parent: If it would be helpful to include the non-custodial parent in your family situation, please list the non-custodial parent in your registration papers and we will include them.

## **HEALTH AND SAFETY**

### **Smoking**

Smoking is not allowed in or around Wings.

### **Firearms**

Firearms are not allowed in or around Wings.

### **Drugs & Alcohol**

Alcohol and/or illegal drugs are not allowed in or around Wings.

## **SAFETY PRACTICE**

All classrooms practice the same three safety rules to encourage appropriate behavior for themselves and others:

### **(1) We keep ourselves safe. (2) We keep each other safe. (3) We keep our things safe.**

Here are ways parents can help to ensure safety of all children at Wings:

- Keep us informed of any potentially unsafe or threatening situations that involve you or your family.
- Do not send persons who are **not** authorized to pick up your child.
- When entering/exiting the building, your child must always remain with you and are not allowed to open doors as we consider doors potentially dangerous for young children to open.
- They should not run ahead to their classroom or run out the front door without you. Children should never be outside of the building without direct adult supervision.
- Do not leave your car running outside or leave children unattended in your car.
- Drive **S-L-O-W-L-Y** in front of the school and upon leaving as children may be nearby.
- Sign In/Out daily. Parents will be called back to school to sign out if they neglect this.

### **ADMINISTERING CHILDREN'S MEDICATION**

All prescription and non-prescription medication given in childcare or school settings require a written authorization from your health care provider, as well as parent written consent. This is a child-care licensing requirement. The medication authorization forms are given to you in the Wings enrollment packet. Only certified, authorized persons may administer the medication. All medications will be stored in a locked cabinet, inaccessible to children, while allowing quick access by staff.

**Please note:** Prescription medications can only be administered if the actual prescription container is presented to the center, including the child's name, health care provider name, issue date of medicine, name of medication, dosage, route of administration, how often to give medicine, special instructions, storage requirements and expiration date. The container must be accompanied by the written instructions from your authorized health care provider as well as a parent permission form. The center cannot, by state requirement, divide a scored or unscored tablet, or adjust dosage in any way. It is the parent's responsibility to provide the appropriate calibrated measuring device e.g., medicine spoon, dropper, or syringe.

### **RESPONDING TO EMERGENCIES**

All classrooms participate in a monthly fire drill; lockdown drills are twice a year. 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.

### **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 and are in the Program Director office in a locked cabinet. Parents, administrative and teaching staff (who have written consent from legal parent or guardian) are the only people who have access to records. In addition, regulatory authorities will have access upon written request.

### **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.**



### **ACCIDENTS AND INJURIES**

In the event of a serious injury or accident the Administration will be notified immediately. The person "in-charge" of the accident shall complete the Incident/Accident report as soon as possible. At least one other staff person will review the report. The parent will be called and notified of the accident. At pick up the parent must sign the accident report. A copy should be made and sent home and the original will be

filed in the Emergency folder located in the front office.

## **ILLNESS POLICY**

1. 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. See our Injury/Accident/Illness Report Forms.
2. 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.
3. There are three reasons to exclude sick children from childcare or school:
  - a. The child is not able to participate in activities (including outdoor play); the child may be very tired, irritable or cry a lot.
  - b. The child needs more individual care than the program staff can provide.
  - c. The illness or symptoms are on the exclusion list:

## **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 not caused by diet or medication, or 1 loose/watery stool not contained in the toilet by children who are potty-trained, or 1 loose/watery stool accompanied by fever or vomiting.
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: large amounts with fever or significant behavior changes not related to teething.
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, any rash that spreads very quickly and/or has open weeping wounds, or rash that is not healing.

## **CHILDREN MUST BE FREE OF ALL ABOVE SYMPTOMS 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.
5. A licensed physician released your child to return to school.

## **EXEMPT FROM IMMUNIZATIONS**

Children in our care shall be immunized. A child, who is not appropriately vaccinated for their age and not in process, or not exempt, shall be denied attendance. You have received a State of Colorado letter and Immunization chart in your registration packet. The purpose of the letter is to let you know which vaccines are required for school attendance. A most recent immunization record must be submitted for your child's confidential file prior to the child's first day of attendance.

Be aware that if you choose to declare an exemption for medical, religious, or personal reasons, parents/guardians are required to sign a STATEMENT OF EXEMPTION TO IMMUNIZATION LAW every time that the immunization is scheduled.

**In the event of an outbreak, exempted persons are subject to exclusion from school.**

Depending on the type of outbreak, three (3) weeks quarantine is possible: 2 weeks incubation period and 1 additional week for the actual disease process.

## **UNAUTHORIZED CHILD PICK UP**

For each child enrolled, Wings requires written authorization from a parent or legal guardian regarding persons to whom each child can be released. Persons picking up children will be verified through identification of a valid state driver's license or identification card to ensure

they are an authorized pick-up person. Wings will not release children without verifying that the person picking up the child is authorized to do so.

If an unauthorized person insists on picking up the child, we will contact the parent or those on the authorized list to come and pick up your child. If there is no response we will contact and notify the legal authorities. **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.** No child will be released to an individual suspected to be under the influence of any intoxicating substances and 911 will be called.

## **LATE PICK-UP POLICY**

Wings ends the school day at 5:30 PM daily. Staff double check each classroom, as well as outdoor play areas to ensure that there are no children unaccounted for. 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 enrollment forms will be called. If there is no answer or response the center director will contact local child protective services and/or law enforcement. Patterns of such neglect may result in terminating your child from participating in the Wings program. Further, 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 and schedules.

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## **DAILY FUNCTIONS**

### **DAILY ROUTINE AND SCHEDULE**

Young children love routines. It provides them with a sense of security and safety. Wings has an established routine designed to embrace and welcome your child. To accomplish our goals, daily routines and overall structure of our program are two of the most significant components offered as a part of each child's learning experience.

### **PORTFOLIOS**

When your child comes to Wings, we want to encourage and document the ongoing and authentic growth your child will go through by collaborating with families in the creation of child portfolios. We love to send home drawings, artwork, pictures, and so many more creations your child makes. We also keep records of milestones they reach, friends they make, and all the funny things they might say. We ask our families to join us in the creation of these portfolios so your child's young life can be preserved in a way you can look back on when remembering this wonderful time of life!

### **OUR CURRICULUM: BEST PRACTICE IN EARLY CHILDHOOD EDUCATION**

It is our belief that children learn in a wide variety of ways. The concept that children have a "hundred languages" in which they learn and can express themselves is found in the Reggio Emilia philosophy of early childhood development. Reggio Emilia is a small town in Northern Italy that found its wings through the teachings of early childhood pioneers who believed in the following:

1. **Image of the Child:** All children are viewed as competent, curious, creative, and capable.
2. **Emergent Curriculum:** Teaching and learning is dependent on observing and understanding the child's natural curiosity, and in this sense, the curriculum "emerges" from the children.
3. **Project Work:** Through emergent curriculum, teachers facilitate project work that allows children to explore their areas of interest in detail, sometimes running for days or even weeks. Teachers introduce materials, concepts, and mediums that allow children to express their ideas and interests.
4. **Role of the Teacher:** In a Reggio Emilia inspired curriculum, teachers are viewed as more than just a partner in education. They play several different roles, in addition to teacher. They guide, support, and facilitate children's learning by listening, recording, and displaying the child's work and journey in discovering that work.
5. **Role of the Environment:** The environment of the school, classrooms, and common

spaces play a critical role in the Reggio approach. It is known as the “third teacher” and considered a reflection of not just children, teachers, or parents; but a reflection of the image of the child.

The philosophy of Reggio Emilia is found in hundreds of progressive schools throughout the United States, and it serves as our cornerstone in how we engage and work with children.

## **GUIDANCE AND SUPPORTING POSITIVE BEHAVIORS**

Through our philosophy that every child is special and behavior has a purpose, our teachers can effectively and positively reinforce children’s positive behavior and understand the child’s behavior has meaning and is not random. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others, feel emotionally and physically safe in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.

Because this is our strong belief, each teacher and staff member at Wings has been trained on positive teaching practices that ensure that children’s behavior is developmentally understood and guided in a positive manner.

## **PLAY AND NATURE-BASED PHILOSOPHY**

Our program philosophy is based on what research tells us about play and the play activities children engage in. It is generally known that through play and active involvement with other children, adults, materials, and projects children learn about the world around them. **However, what is not typically understood are the authentic skills that are being learned.** For example, through the simple activity of woodworking and making wood projects using real tools a child is learning, among many other things, the following:

- Eye-hand Coordination
- Motion Concepts
- Creative Thinking
- Mathematical Thinking
- Perseverance
- Problem-solving
- Critical Thinking
- Analyzing
- Synthesizing
- Evaluating
- Executive Functioning
- Working Memory
- Planning and Organization
- Language and Listening
- Retaining Information
- Expanding Vocabulary
- Literacy with related books
- Self-confidence and pride
- Collaboration
- Numeracy, shapes, and space
- Caring, empathy, social skills
- Communication
- Resourcefulness

At Wings Early Childhood Education Center, we view children through the eyes of an early childhood professional lens in a way that the entire complexity of developmental stages of children is being recognized and honored so that their full potential is being realized both now and as they apply them in the future.

## **MEALS**

Wings will provide Breakfast from 9:00-9:30 AM, Lunch from 11:30-12:30 PM, and Snack from 3:00-3:30 PM. Children’s allergies will be taken into consideration when preparing meals at the school, however, if a child requires a special diet, parents are encouraged to bring their own dietary supplements i.e., gluten free snacks, milk substitutions, etc.

## **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. 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 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, a mat sheet, and a blanket 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.**

If you are weaning your child from afternoon naps and are concerned about your daily routine changes, please arrange to have your child picked up prior to our rest periods. Although we want to support your daily routines, all children must have state regulated rest periods when in care for periods longer than 5 hours. Your children play hard at school and we want to ensure they have time to rest their active bodies. Even if your child does not sleep, they must rest and refuel for their busy afternoons.

**TOILET TRAINING**

Wings requires all children who are going into preschool (3-5 years) to be toilet trained (unless there are children with special needs who will 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. 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 toilet training must contact the teacher to devise a plan for home and school practices.

**DIAPERING**

- a. 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 (including use of gloves, never leaving a child unattended and sanitizing the area between each usage).
- b. Within the school setting, disposable diapers are preferred, and parents are responsible for keeping an adequate supply of diapers, wipes, and necessary diaper creams in the classroom at all times. Special arrangements (contracts) must be made with the director for families opting not to use disposable diapers. Parents must give signed consent to apply diaper creams that will be kept on file in the classroom that the child is assigned.
- c. In the event of a documented diaper rash by medical personnel, a MEDICATION ADMINISTRATION IN SCHOOL OR CHILD CARE form must accompany your request to treat the diaper rash.

**CHILDREN’S BELONGINGS**

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**. Check with the teacher if you have any questions on storing items. Diapers and wipes, for children who require them, are kept in a separately labeled cubby located near the changing table and bathroom. Soft items from home (used for sleep) are encouraged, however, please leave other items/toys at home. We will ensure that there are periodic, if not daily, checks of your child’s individual cubby. They will be cleaned and sanitized, as necessary.

**ITEMS NEEDED AT SCHOOL**

**Please label all clothing and belongings with your child’s first and last name.**

EXTRA WINTER CLOTHES	EXTRA SUMMER CLOTHES
<ul style="list-style-type: none"> <li>• Extra shirt, pants, socks, and underwear</li> <li>• Extra shoes/boots</li> <li>• Light jacket or sweater for Fall</li> <li>• Snow pants and snow coat</li> <li>• Gloves and a beanie</li> <li>• Extra diapers, wipes, and creams to be left at school (only ages 1-2 and a half)</li> </ul>	<ul style="list-style-type: none"> <li>• Extra shirt, pants, socks, and underwear</li> <li>• Sun Hat</li> <li>• Sunglasses (opt)</li> <li>• Extra shoes/water shoes</li> <li>• Swimsuit/swim gear (good for getting dirty in the mud or playing in water)</li> <li>• Extra diapers, wipes, and creams to be left at school (only ages 1-2 and a half)</li> </ul>
PERSONAL SUPPLIES	Label Items with Permanent Marker
<ul style="list-style-type: none"> <li>• 1 Water Bottle               <ul style="list-style-type: none"> <li>• labeled with child’s name, to be left at school, can withstand high heat sanitizing dishwasher, easy for child to carry.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Special stuffed animal/doll used ONLY for rest.</li> <li>• OPTIONAL: 1 sunscreen (SPF 30 minimum) if own preference; 1 lip balm (SPF 30 minimum), 1 lotion</li> </ul>

## **OUR TEACHERS AND STAFF**

Our teachers must meet high qualifications as described by the Colorado Office of Early Childhood. They are passionate about their work in early care and education. Each teacher is aware of children's individual needs and is dedicated to developing a child's potential while they inspire, engage, and awaken the wonder inside every child.

Our staff remains aware of their role as both teachers and facilitators in the spirit of the known early childhood philosophy. Our teachers have ongoing education in the field of Early Childhood Development. In addition to the required annual 15 hours of continuing education training, Wings actively encourages and supports teachers to pursue classes in early childhood education. Our goal is to have all Early Childhood Teachers in each classroom obtain a bachelor's degree in child development or related field, and every Assistant Early Childhood Teacher obtain an AA in Early Childhood Education, and to support our Teacher Aides to move forward in choosing early childhood education as a career. Exact qualifications for our teaching staff can be found on our Wings website. Wings also follows the guidelines and trainings provided by Colorado Shines Professional Development Information System (PDIS).

## **COLORADO SHINES PDIS**

### **What is Colorado Shines?**

It is a quality rating and improvement system used to assess, improve, and communicate levels of quality in early care and education programs.

### **How does Colorado Shines work?**

Colorado's quality rating and improvement system (QRIS) is required for licensed childcare providers like Wings in offering children high-quality care and learning. In some circumstances we can be eligible for higher financial assistance if we have a high rating. The ratings start at 1 and go as high as 5. Wings is striving to reach a level 5 rating.

### **Why is it needed?**

Did you know there are only about 2,000 days between the day a child is born and the first day they begin school? In this short time, over 70% of a child's intellect, personality, and social skills are developed. Those skills and personality traits continue to develop as kids grow. An aspiring early childhood education program like Wings can enhance the development and growth of children if they are given the opportunity to be actively involved daily with knowledgeable early childhood educators.

**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.

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*(Parent or guardian printed name)*

*Date*

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*(Parent or guardian signature)*

*Date*