



Parent Handbook

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

*Licensed by the State of Colorado
Caring for children ages 6 weeks-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 Fall of 2024

Wings does not discriminate on any grounds in regard to child enrollment. We are inclusive of all races, national origin, gender expression, religion, socioeconomic status, language, or ability.

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

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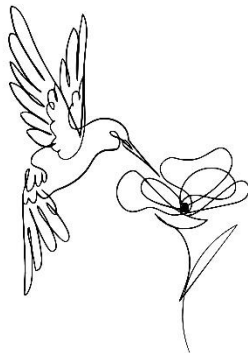
Welcome to Wings Early Childhood Center!

Dear Families,

Welcome to Wings Early Childhood Center! We are excited for the opportunity to partner with you in the development of your child(ren). Wings opened its doors to families in August of 2020 with the goal of providing quality early childcare to the community of Pagosa Springs. We understand the lifelong impact quality early childhood education can make in a child's life, which is why we are passionate about the work we do at Wings.

At Wings, we understand that learning and growth cannot take place until a child feels safe, loved and nurtured. Because of this, we make it our priority to create loving bonds with your child(ren) to lay a strong foundation for the learning process. It is also just as important that we form positive, trusting 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 yearn to work closely with you to ensure your child(ren) 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 playing is their most important work!

Please take the time to familiarize yourself with the expectations of 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!



- Sienna Hunter, Director
director@wingsearlychildhood.org

-Mariah Neuleib, Assistant Director
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RELATIONSHIP WITH PIEDRA AUTOMOTIVE

Bill Schwab is the owner of Piedra Automotive and a wonderful neighbor to us at Wings. In the winter months, Bill plows our school parking lot and in the summer months he mows our grass **free of charge**. It is important that we maintain a positive relationship as he provides these generous services, among others. You are expected to respect the speed limit (**10 miles per hour or less!**) and be cautious when turning onto our road as people are always in and out of Bill's shop, and children may be walking through the parking lot at Wings. We understand that some days you may be rushing to get to work/pick up your child on time, but once you turn on to Backswing Ct., you are required to follow the 10 MPH speed limit. If you are warned more than 3 times regarding speeding, you risk losing your child's spot at Wings. Thank you for joining us in prioritizing the safety of our kids and community!

MISSION STATEMENT

Wings aims to deliver high-quality, inclusive, nature-based care and education to children ages 6 weeks – 5 years, to inspire learning through nature and to create life-long connections with themselves, others, and their world.

GENERAL INFORMATION

HOURS OF OPERATION

We are open weekdays (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, and do not enter the building until 7:30. We operate year-round excluding major holidays and school breaks.

SCHOOL CLOSURES AND CANCELLATIONS

Wings strives to align our calendar as closely as possible with the Archuleta County School Districts calendar and we follow the unscheduled closure decisions made by the Archuleta School District in most instances. If the school district calls for delayed opening or closure due to emergencies or weather, Wings will follow. However, Wings is not affiliated with the school district and reserves the right to announce closures, delayed starts, or early-pick up as we see in the best interest of the safety of our staff, children, and families. Parents are still obligated to pay for unexpected closures. For more information about holidays and school closures, see the school's calendar, available in Brightwheel documents and on our website.

The decision to enact an emergency closure due to illness lies with the Director. Closures of individual rooms or the center as a whole are only made after consultation with the Public Health Department and our nurse consultant.

While we understand that any closure is a significant hardship for families, please recognize that our utmost responsibility is to ensure the safety of all children and staff in our center.

Scheduled school Holidays/closures:

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

RATIOS AND CAPACITY

We are licensed as a large childcare center serving children ages 6 weeks through 7 years. Teacher-to-child ratios for each age-range of children are as follows:

- **Infant;** serving children ages 6 weeks to 18 months, 9 maximum capacity with 2 staff.
- **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.
- **PreKinder;** serving children ages 4 years to 7 years, 20 maximum capacity with 2 staff.

TUITION

Tuition must be paid by the 1st of each month unless other payment agreements have been discussed and agreed upon with the director. The initial registration fee of \$100 is due upon confirmation to register your child at the center. We will not move forward with registration until the non-refundable fee has been paid. A \$10 (or max by law) late payment fee will be charged when not current by the 10th of the month. Severely delinquent accounts (past 30 days) are reviewed by the director and a payment plan will be created. Once a payment plan is created, it must be paid as agreed upon each month in order to continue in the Wings program. Wings reserves the right to withdraw your child's placement if payments are not made or if there is lack of communication from the family.

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 throughout the year.

Daily Tuition Rates:

	Level I	Level II	Level III	Level IV	Level V
Prekinder (4-5 yrs)	\$30	\$35	\$40	\$46	\$52
Preschool (3-4 yrs)	\$33	\$38	\$43	\$49	\$55
Toddlers (2-3 yrs)	\$36	\$41	\$46	\$52	\$58
Wobblers (1-2 yrs)	\$47	\$52	\$57	\$63	\$69
Infants (6 wks-18 mo)	\$50	\$55	\$60	\$66	\$72

Household Size/Income:

tuition subsidies are determined by family income and size

AMI stands for Average Median Income	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person+
Level I (less than) 40% AMI	\$26,400	\$30,160	\$33,920	\$37,680	\$40,720	\$43,720	\$46,760
Level II (less than) 60% AMI	\$36,300	\$41,470	\$46,640	\$51,810	\$55,990	\$60,170	\$64,350
Level III (less than) 100% AMI	\$66,000	\$75,400	\$84,800	\$94,200	\$101,800	\$109,300	\$116,900
Level IV (less than) 120% AMI	\$79,200	\$90,480	\$101,760	\$113,040	\$122,160	\$131,160	\$140,160
Level V (more than) 140% AMI	\$92,400	\$105,560	\$118,720	\$131,880	\$142,520	\$153,020	\$163,660

TAX RETURN FORMS

All families applying for tuition subsidies are required to provide their most recent 1040 tax return forms upon enrolling and each following June to determine the correct tuition rate for the child. Tax return forms are collected prior to your child's start date, and annually by June 1st of every year. **Failure to submit tax forms prior to enrollment and annually by will result in an increase from your current subsidized tuition rate to the highest tuition rate (Level 5).**

FINANCIAL ASSISTANCE

Scholarships, grants, and federal funding such as the Colorado Childcare Assistance Program (CCCAP) and Universal Preschool Program (UPK) may be available for low-income families and students with other qualifying factors. Parents who need financial assistance should talk with administrative staff about available funding and eligibility requirements.

Children aged 4-5 or 3-year-olds with IEPs qualify for Universal Preschool (UPK) funding. Speak with the director about the UPK application and process or visit the website at cdec.colorado.gov/universal-preschool-colorado to apply.

WAITLIST PROCEDURE

When a classroom is at full enrollment capacity, we place interested families on a waitlist based on a first come, first served 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 and children of current staff members.

FAMILY RIGHTS

Wings' Responsibilities to Families

As a family member of Wings, 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
- To receive support in accessing the needed services for your family and child to thrive.

Family's Responsibilities to the School

As a parent of a child enrolled at Wings, you have the following **responsibilities**:

- To ensure and maintain confidentiality (do not share any sensitive or confidential information regarding staff, children, or other parents),
- To keep all documentation current (contracts, contact information, medical),
- 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 in your child's learning experience
- 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 agreed upon for your family,
- To read materials sent from school (flyers, newsletter, information, messages etc.),
- To create positive, respectful relationships with staff and other parents, and
- To provide ongoing communication with staff to ensure the center meets your 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, working 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 individual needs are considered.
- Design a learning environment that is based on developmentally appropriate practice.
- 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 parental permission.

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

Reasons for ending care include:

- Delinquent Payments – Parents who have delinquent tuition and are not following payment plan after one month.
- Failure to provide the required child documentation at enrollment and 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 (click the link for helpful videos)

At Wings, we utilize a childcare platform called Brightwheel. Brightwheel is available as an application that families can download to their phone for quick and convenient communication. We use the platform for enrollment, parent communication, check-in/out procedures, non-urgent illness/injury reports, daily lesson plans, and developmental observations. Some features include message notifications for quick communication, photo and video updates of your child throughout the day and learning observations.

ENROLLMENT AND REGISTRATION

Families are required to submit the following information when enrolling, and many forms must be updated annually. Parents are responsible to notify administration of any changes:

- A registration form, emergency contact form, and an enrollment contract.
 - An emergency authorization form for transportation and a parent handbook signature.
 - An income eligibility form (IEF) 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 childcare and updated at every well child check.
 - Immunization records or medical/non-medical exemption forms (contact director for more info).
- *If you are non-medically exempt, Wings' nurse consultant will contact you to provide education surrounding the risks.

If you are enrolling your child for year-round care, you are expected to pay a fixed rate each month (see page 5). 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, risk losing their spot come the following school year, unless you agree to pay the holding fee until their return.

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 (email is sufficient or complete the withdrawal form) to ensure the center has adequate time to fill your child's spot. 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 to withdraw immediately.

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. During seasons of illness, you will also see verification requesting confirmation that your child is fever and symptom free before they are dropped off. 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" meaning that all entrances and exits at Wings remain locked and secure throughout the entirety of the day. Each family is provided with a 4-digit code upon enrollment, but you may contact administrative staff to change or update the code at any time. 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 8:45am and picked up no earlier than 3:00pm.
- **Upon drop-off, parents are REQUIRED to wash their child's hands.**
- **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 entry way to be let in once identification has been verified.
- Do not let other people in the building even if they are other parents.
- 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. Typically, the shorter the routine, the more successful it will be for your child.
 - 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, medication (including over the counter/naturopathic) 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.
- Upon arrival at school, please shut classroom doors when picking up or dropping off. We do not want any escapees!
- If you are going to be late with pick-up or drop-off you are asked to notify staff via Brightwheel as soon as possible. (late pick-up fees may apply; see below on page 9).

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 the person picking up. Further, those who are picking up will need to present valid photo identification. Wings will not release children without verifying that the person picking up the child is authorized to do so. Even with parents/legal guardians, identification may be requested until staff are familiar with you.

If an unauthorized or intoxicated person tries to pick-up, guardians and/or emergency contacts will be called, and an alternative pick-up person will be requested. If the problem is not resolved, the staff responsible will notify child protective services (CPS) and/or call 911. All people on the pick-up list must be at least 18 years old. We will NOT release a child to anyone under 18 years. If you are over 30 minutes late picking up your child and staff is unable to reach you or emergency contacts, social services may be contacted.

ABSENCETEE & LATE POLICY

Absentee Policy:

Parents are required to notify staff if their child is going to be absent through Brightwheel messaging or by phone as soon as possible. If a child is absent due to diagnosed illness, you are ***required to notify staff of any contagious illnesses*** as it is required of childcare centers to document and report outbreaks to the public health department. Parents are still obligated to pay for any planned or unplanned absences.

Late Drop-Off Policy:

Wings' center opens at 7:30 AM. Please ensure that your child is dropped off no later than 8:45 AM to avoid interrupting classroom transitions and routines. If you are running late due to unforeseen circumstances, notify staff immediately so they can plan for their day accordingly. Continued lateness could result in a late fee or removal from the program.

Late Pick-Up Policy:

Wings' center closes 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 prompt 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. After the first warning, reoccurring late pick-up will result in a late fee of \$5 after every 5 minutes your child is not picked up.

FAMILY ENGAGEMENT & COMMUNICATION

There are many ways to form lasting relationships between families and caretakers; one of the most significant includes strong communication! Through Brightwheel, we increase the opportunities to share memories throughout the day by sending pictures, videos, messages, and learning observations. It allows parents and teachers to connect not only in person during pick-up and drop-off but throughout the day as well. Below is a description of the activities most used:

- Brightwheel **messaging** is the school's main source of communication between parents, teachers, and administrators. Messages are used to communicate needs, alerts, and reminders such as closures.
 - to send a message that ***only*** administrators will see, use "Admins only"
 - to send a message that your child's teachers ***and*** administrators will see, use "Staff & admins"
- **Photos** and **videos** are shared with families during the day to share about their day and experiences.
- **Meals, nap times, and potty times** are shared with families of infants and Wobblers but can be documented with older children 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 and to help connect school and home life in a meaningful way.
- Brightwheel **observations** are used to assess child development and growth. Parents can view observations at any time in Brightwheel or request developmental reports.
- **Incident reports** are shared with parents in the event of any injury, 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 showing symptoms of illness. Staff will clarify in the health check if the child requires pick-up based on our exclusion policy (see pg. 15).

We ask for your grace understanding that teachers may not always log the above information due to the fast pace of their days, and the priority being quality interactions with your child.

Parent Volunteers:

Wings thrives when we engage our community and families. One way we can do this is by bringing in volunteers who have unique expertise and experiences to enrich the learning environment. Wings always welcomes parent volunteers! We feel extremely lucky to have parents who have assisted us with anything and everything from painting, to organizing fundraisers, to helping in the classroom. If there is an area you feel you would like to volunteer, please contact administrative staff.

PARENT TEACHER CONFERENCES/FAMILY NIGHTS

Parent-teacher conferences/parent nights 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. During these meetings, we have the opportunity to work with parents to set goals. We love seeing parent and teacher connections, as it makes a significant difference in your child's experience!

COMPLAINT RESOLUTION AND STEPS

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

- **FIRST**, respectfully take your concern to the person closest to the problem. This creates the best possibility of addressing your needs and resolving the issue.
 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, if not resolved** present your concern to the next level, 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 understand your concern and do their best to resolve the issue or answer your questions in a way that help 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 center dedicated to creating lasting connections with our natural world through play-based philosophies and outdoor exploration.

Each classroom spends anywhere from 50%-80% of their day learning outside. We strongly believe 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 creatively solve problems. You are expected to bring your child to Wings prepared for any weather! Please reach out if you need help providing appropriate clothing for your child.

CURRICULUM & ASSESSMENT:

At Wings, we pride ourselves in teaching children based on their interests and developmental growth through nature-based play. Our lesson plans and daily activities are geared towards the interests of the children, as staff thoughtfully observe children to determine upcoming themes. 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.

Teachers use Brightwheel to document observations of 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. As early childhood professionals, teachers may recommend additional screening for your child if there is a question concerning their developmental growth. To learn more about the Wings curriculum, please visit the **document** section in the Brightwheel app.

In the preschool aged groups (3-5 years) Wings utilizes an assessment tool called HighScope. This tool is designed to help teachers capture and analyze the play-based learning taking place and translate those observations into targeted supports that help result in positive child outcomes.

Lastly, Wings utilizes the [Colorado Early Learning & Developmental Guidelines](#) to guide developmental goals for the class as a group (click the link to view guidelines). Each month, you will receive a parent newsletter with more information about the developmental focus in your child's classroom.

DAILY ROUTINES

Each classroom has their own unique routine designed to embrace and welcome your child. Children thrive off consistent routines. It provides them with a sense of security and safety. To accomplish our goals, the overall structure, daily routines, and environment of our program are some of the most significant components to a child's learning experience. Although children at Wings spend a majority of their time outside, there are planned learning activities throughout the day including mealtimes, circle-time, music and movement, and hands-on learning activities. Contact your child's teacher or the school administrators to learn more about your child's classroom routine and transitions.

CLASSROOM TRANSITIONS

We work in partnership with families and teachers to ensure smooth transitions from one classroom to another. As children age and grow, we are required to move them up into a more age-appropriate classroom. Prior to a classroom transition, we communicate with both the family and the staff of the next classroom and arrange classroom visits for a week to two weeks prior to the transition. There are times when we do not have the available spots in the next classroom, and your child may need to wait until there is a vacancy to make the transition.

Wings also provides support for the transition from pre-kindergarten to kindergarten by providing parents with information about the enrollment process for the Pagosa Elementary School and Pagosa Peak Open school. If you are interested in other schooling options, administrative staff are available to answer questions and help connect you.

MEALS

Wings participates in the Child and Adult Care Food Program (CACFP) and we are reimbursed for meals served. Reimbursement is determined from the Income Eligibility Form (IEF), updated

annually. We are required to follow designated mealtimes and serve certified, healthy foods. Allergies are taken into consideration when preparing meals and planning menus, however, if your child requires a special diet, you are encouraged to 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

Infant Milk and Meals: (6 weeks to 12 months)

Parents of infants must provide individually prepared bottles each day for infants fed with expressed breast milk. Frozen breast milk is also accepted; however we ask that parents provide at least 2 empty bottles each day. For formula fed infants, parents must bring their preferred formula in the original container with 2 clean bottles that teachers will prepare. Infant parents must provide all jar food, cereal and solid foods until 12 months of age. At that time, if both parents and infant supervisor agree, the infant may be introduced to the Wings food program.

NAPTIME

Each day following lunch, all children are required to rest on a mat for one-half hour minimum. Wings' naptime is from 12:45-2:45 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 rest period will be provided 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 each 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. They will not be allowed during nap time.**

Additionally, Wings cannot provide multiple naps throughout the day. Although we work extremely hard to accommodate all families and their individual needs, 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 or enroll them in the infant room. **(applies to all classrooms other than infants).**

Infants:

Infants are allowed to nap when tired throughout the day. As infants age and begin to develop a more regular nap routine, you are asked to inform the infant supervisor of their sleep schedule. Due to childcare licensing requirements and safe sleep recommendations, we will not be able to swaddle your infant or provide a blanket or lovey during naps. We are, however, able to utilize sleep sacks as long as they are a light material and allow for free movement of the child's arms. Please discuss with infant supervisor as needed.

DIAPERING

Children are diapered or changed in the identified diaper changing areas and are never changed on other surfaces. Staff maintain licensing standards in the handling of children while diapering by using gloves, never leaving a child unattended, and cleaning/disinfecting the area between each use. 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 creams/ointments on the afflicted area. If any creams or ointments are prescription, parents must follow the procedure for administering medications at the center (see page 14 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 so 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 discuss a plan for home and school, creating a consistent approach.

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 collaborates with San Juan Board of Cooperative Educational Services (SJ BOCES), Community Connections (CCI), the local Early Childhood Council of Archuleta County (ECCAC), the Southwest Center for Mental Health (SWCMH) and our contracted childcare health consultant (CCHC) to design services for children with special needs and their families. We ask that parents give our team reasonable and ample time to arrange the best care plan for your child before their first day.

Wings believes that all children should have access to inclusive high-quality early childhood programs where they are provided with individualized care and support to meet their needs. Inclusion early in a child's life can set a positive trajectory for inclusion across a lifetime.

"Special Education" relates to individualized educational planning and instruction provided at no additional cost to parents/guardians. If you think your child may benefit from these services, please notify your child's teacher(s) and/or administrative staff. If Wings staff believes your child may benefit from these services, we will *always* discuss with you before initiating a referral.

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 service 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. We will always strive to communicate our concerns with you, but as childcare providers we are mandated reporters and must report any case of suspected child abuse or neglect. It is not our job to investigate further.

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.

ADMINISTERING CHILDREN'S MEDICATIONS

Wings consults with a licensed Childcare Health Consultant who oversees all medication administration and delegation to the certified, authorized staff members at Wings. All medications are stored in accordance with current safe medication practices and out of the reach of children but quickly accessible in case of emergency use. We encourage you to administer all medications your child needs at home. If a medication must be given during the hours your child is at Wings, ALL medications (prescription and non-prescription) require the parent to provide the following at least 24 hours before the medication is due to be administered:

Medication Authorization form (provided to you by Wings upon request) fully completed including signature by your child's doctor, nurse practitioner, or physician assistant and you as the parent.

Prescription medication: It must be brought to Wings Early Childhood Center in the original pharmacy container labeled with the child's name, the name of the medication, the time the medication is to be given, the dosage, the route, the date the medicine is to be stopped, and the licensed Health Care Provider's name. The pharmacy name and phone number must also be included.

Over the counter medication: Must be brought to Wings Early Childhood Center labeled with child's name. Dosage must match the signed Health Care Provider Authorization and medicine must be packaged in original container.

When a Medication or Medication Order Expires: The parent agrees to pick up expired or unused medication within one week of staff notification. All medication not picked up by the parent within one week of notification will be discarded according to the most current state regulatory recommendations for safe medication disposal.

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 safe, 911 will be contacted to report the emergency. If, the building cannot be reoccupied, children will be relocated to the safest nearby location. Wings staff will contact family members to notify them of the 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 outdoor play, and spend time outside each day; the exceptions are thunder and lightning, heat index over 100° F in the shade, and wind chill factor below 20° F. On such days, children may go outside for brief periods. **SAFETY IS ALWAYS OUR PRIMARY CONCERN.** Families must provide appropriate outdoor wear for the season, listed below. **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.**

- A water bottle that remains at the school
- Sunscreen, needed year-round
- Extra daily clothing **AND** extra clothing appropriate for each season/weather:
 - Spring/Summer: sunhats, waterproof jacket and shoes.
 - Fall/Winter: jackets, beanies, gloves, snow pants, snow coat, and snow boots.
- **PLEASE LABEL ALL OF YOUR CHILD'S ITEMS!** This helps prevent losing or mixing up items with the wrong child. If your child's items are not labeled, a staff member may label the items so as to not mix up with other children's belongings.

INCIDENTS AND HEALTH CHECKS

In the event of an injury administrative staff will be notified immediately. The classroom staff supervising at the time of the accident will complete the Incident Report in Brightwheel as soon as possible. The second teacher in the classroom will review the report, along with administrative staff. Parents will be notified electronically through Brightwheel, or notified by phone immediately if a head injury was involved, or more serious concerns are present. If another child was involved in the incident, the other child's name will never be shared due to confidentiality and respect for that child.

Each staff member performs regular health checks on the children throughout the day as needed. Health checks are used when a child has a fever, rash, vomiting, diarrhea, or any other concerning symptoms. If you are notified with a health check, staff will clarify if pick-up is required, in accordance with our exclusion list. Parents will be notified by phone if immediate pick-up is necessary or if you have not responded to Brightwheel communication.

ILLNESS POLICY

Although we understand the pressure for you to be at work, we are responsible for the health and safety of all children and staff at the center. We strictly adhere to our illness policy mandated by the State of Colorado Department of Health and Environment. Please do not medicate your child in the morning to mask symptoms before bringing them to the center, or you will likely receive a call to pick your child up midday when the medicine wears off and the fever returns. Illness can spread quickly in the group-setting so we must stay diligent to keep all children and staff safe. Click below for a helpful guide: "[How Sick is Too Sick?](#)"

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 substantial 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, behavior changes, spreading 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 they:

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 provider released your child to return to school.**

If you need assistance getting your child seen by a licensed provider before returning to school, please ask for assistance from staff and nurse consultant. If a provider cannot see you to obtain a release to return to school, Wings will follow mandated regulations to ensure your and all children's safety.

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 and improving the quality of education at Wings.

Each teacher is encouraged to continue their education by completing college courses and/or pursuing a college degree and seeking knowledge in the early childhood field that is useful and sparks interest in the individual. All teachers and staff are expected to create lasting relationships with each child in their care, without displaying favoritism. They are required to maintain safety, respect for all children and their families, and ignite a love of lifelong learning!

You may request a copy of our personnel policies from administrative staff.

CLOSING:

Thank you for taking the time to read our Parent Handbook, and for choosing to partner with us in your child's early education! You are required to sign *digitally* in Brightwheel agreeing that you have read and understand the Wings Early Childhood Center Parent Handbook rules, guidelines, and procedures.