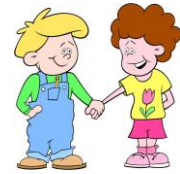


# Discovery Kids Learning Center

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## *Welcome*

Dear Family,

We want to welcome you to our Discovery Kids family. Here at Discovery Kids Learning Center we believe every child is unique and talented in their own special ways, we embrace these differences and encourage them to embrace and share them as well. We ask for as much family involvement as possible, having a partnership between teachers, families, and the child strengthens the learning environment for the children.

### *Co-owners of Discovery Kids Learning Center*

The owners of the center are a married duo, Kirk and Kim Huddleston. Kirk has owned and operated his own business since 1994. He has an educational background in business administration, marketing and accounting and also has his Director's Qualifications in Early Childhood Education. Kim has been working in the early childhood education field since 1995, obtaining a Bachelor's Degree in Psychology, Criminal Justice and Director's Qualifications in Early Childhood Education. We have four children and have lived in Fruita since opening our original location in Fruita in 2004. We are thrilled to open our new location in Grand Junction in 2015. Discovery Kids Learning Center is the result of many dreams, our unconditional love of all children, and countless hours of education and hard work.

### *Program Philosophy and Mission*

Discovery Kids Learning Center is devoted to providing a child-centered program that focuses on a developmentally appropriate curriculum for children which is sensitive to, and promotes their social, emotional, cognitive, language, physical, and creative development. We believe all children are unique individuals and thus our programs are designed to correspond with each child's developmental level. This encourages them to learn and discover at their appropriate pace. Our program is designed to meet the individual developmental needs of young children 1 to 12 years of age in Fruita and from 6 weeks to 12 years of age in Grand Junction. It provides experiences that enrich and enhance each area of a child's growth. Within our center's daily schedule each child has opportunities to create, explore the environment, discover new interests, learn problem-solving and personal interaction skills, and learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of self- and teacher-directed activities. Opportunities for solitary play as well as group activities are provided. Staff serves as positive role models and provides care that is supportive, nurturing, warm, and responsive to each child's individual needs. We respect families as the primary and most important providers of care and nurturing. We believe parents and teachers are partners in children's care and education.

Discovery Kids Learning Center is dedicated to working with local and state agencies to ensure the health, safety, fire, emergency and human services policies are followed. The Director, teachers and staff are educated in their obligation to report any suspected child abuse or neglect

to the appropriate authorities and agencies. Reports can be made to the Child Protection Services Hotline at 242-1211.

We will continually strive to enhance the quality and availability of childcare in our community. We are dedicated to enriching the well-being and education of children and their families today and for years to come.

### *Certification*

Discovery Kids Learning Center is a private, for-profit, licensed child care facility providing quality child care, preschool and school-age programs in a safe and nurturing environment.

### *Hours of operation*

Child care services are provided from 6:30 AM to 6:00 PM Monday through Friday. School age care will also be conducted at these times.

### *Holidays*

We will be closed for all major holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve and Christmas Day. **You will not be charged for these holidays.**

### *Definition of Family*

In this handbook, we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### *Admission & Enrollment*

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance. An enrollment of \$55 plus tuition for the first five days of care is due at the time of enrollment. This deposit will secure your child's schedule and is non-refundable.

Based on the availability and openings, our Fruita facility accepts children ages 12 months to 13 years. Our Grand Junction facility accepts children ages 6 weeks to 13 years. Children are placed in age and developmentally appropriate classrooms. All classes will be filled on a first-come basis. Once classes are full, a waiting list will be available.

Before your child is enrolled, a short tour and pre-admission conference will be scheduled with the director or another staff member. This meeting will give you and your child the opportunity to get acquainted with our program and will give us the opportunity to better know you. This can be done at the time of enrollment or at a later date when more convenient. You and your child are welcome to join the classroom in which they will be enrolled for a day at no charge. A director will be available to review all forms for registering your child. If you need to have the information translated, we have on-site staff that can help. If we have a classroom where the majority of children have a home language other than English, we will ensure a permanent teacher works in that classroom to support the children's home language. Feel free to ask questions at any time or contact us with further information should the need arise.

**Our Fruita location is licensed for 76 children.** We can accept (12) toddlers 12 months and walking to 3 years, and (64) children 2 ½ to 13 years of age. **Our Grand Junction location is licensed for 86 children.** We can accept (10) infants, (10) toddlers 12 months and walking to 3 years, and (66) children 2 ½ to 13 years of age. We accept before and after school children, ages 5 (Kindergarten) to 13 years. Before and after school care is defined as children being taken to school @ 8:50am or picked up from school @ 3:50pm. We program for school-age children

during the summer months. Children in our Early Preschool classroom (2 ½-4 years) will begin toilet training when they are ready and it is appropriate. Children will be moved into our preschool program at 3 ½-4 ½ years of age only if they 100% toilet trained. We work to help children who are transitioning into another classroom at a gradual pace. The child may spend graduated time in the next room until we all feel they can successfully make the transition.

Staffing patterns are closely monitored and recorded in the center. These records, as well as attendance records, are available by request from the director. Staffing ratios are posted inside and outside of each classroom.

### ***Inclusion***

Discovery Kids Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full active participation of all children in our program based on his/her individual capabilities and needs.

### ***Non-Discrimination***

Equal educational opportunities are available for all children without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider beliefs, marital status, sexual orientation, or special needs, or any other consideration made unlawful by federal, state or local laws. We ask that all families complete an ASQ, ages and stages, questionnaire to help identify any concerns, basic needs or characteristics about your child that we should be aware of. Educational programs are designed to meet the varying needs of all children in our program. We do not discriminate based on special needs as long as a safe, supportive environment can be provided. We have handicapped equipped our facility to accommodate children with special needs to the best of our ability and training. We will not jeopardize the peace of mind of our children's parents by accepting any child who is beyond the capabilities of our staff and this facility.

### ***Family Activities***

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. Family activities throughout the year include: Mother's Day, Father's Day and Grandparent's Day Luncheons, Thanksgiving Luncheon, Christmas Program, Preschool Graduation, Parent Teacher Conferences, Holiday Classroom Parties and Field Trip Volunteer Opportunities.

### ***Confidentiality***

Unless we receive your written consent, information regarding your child will not be released with exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### ***Staff Qualifications***

Our teachers, aides and support staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

<b>Position Title</b>	<b>Education/Certification</b>	<b>Experience</b>
Teacher	AA in Early Childhood Education CDA or ECT Credential	2 years
Teacher Assistant/Aide	High School Education	0-2 years

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. Any arrangement between families and our caregivers outside the programs and services we offer is a private matter (i.e. babysitting), is not connected or sanctioned by Discovery Kids Learning Center.

### *Child to Staff Ratios*

Children are supervised at all times.

We maintain the following standards for child to staff ratios:

<i>Age</i>	<i>Fruita Location Child to Staff</i>	<i>Maximum Group Size</i>
12-24 months	5 to 1	5
24-36 months	7 to 1	6
2.5 – 3.5 year-olds	10 to 1	20
3.5 – 4.5 year-olds	10 to 1	20
4.5 to 5.5 year-olds	12 to 1	24
5.0 to 13 year-olds	15 to 1	30

<i>Age</i>	<i>Grand Location Child to Staff</i>	<i>Maximum Group Size</i>
6 weeks - 18 months	5 to 1	10
12 - 30 months	5 to 1	10
2.5 – 3.5-year-olds	8 to 1	8
2.5 – 3.5-year-olds	10 to 1	20
3.5 – 4.5 year-olds	10 to 1	20
4.5 to 5.5 year-olds	12 to 1	24
5.0 to 13 year-olds	15 to 1	30

### *Communication & Family Partnerships*

**Daily Communications.** Daily notes from center staff will keep you informed about your child’s activities and experiences at the center. Notes will be placed into your child’s cubby at the end of the day.

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters.** Monthly newsletters provide center news, events, announcements, etc. These newsletters are available in your child’s folder and posted on your child’s classroom parent board.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you billing statements, weekly menus, announcements, event invitations, newsletters and general updates.

**Parent Resource Area.** Our parent resource area provides resources and a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development. Material is available in English and Spanish.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor’s badge while on premises and sign-out upon leaving.

**Conferences.** Family & teacher conferences occur twice a year and additional as needed. During these conferences, we will discuss your child’s strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child’s growth and development. You may request additional conferences regarding your child’s progress at any time. We encourage you to communicate any concerns. Conferences will be scheduled in fall and one in spring. A sign up with available times will be posted in your child’s classroom; efforts will be made to meet the needs of parents if available times are inconvenient. Discovery kids has staff on-site if an interpreter is needed.

### ***Open Door Policy***

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. Our Grand Junction infant room welcomes parents/guardians to nurse or feed their infants.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

### ***Publicity***

Occasionally, photos will be taken of the children at the center for use within the center. A specific written permission will be obtained prior to use of photographs on our website or Facebook page. Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

### ***Curriculum & Learning***

We provide a rich learning environment with Creative Curriculum that is developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens best through play and hands-on activities, which are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, critical thinking, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others. Together we can help them reach great heights and become future scholars.

As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources. For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### ***Developmental Screening***

Our curriculum-based assessment(s) tools include: Portfolio's, ASQ's, observations of the child through photos & projects. We monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s). Our Parent Resource Center contains referrals of specialists and appropriate resources in our community.

### ***Field Trips & Transportation Permission***

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family member. For field trips, please dress your child appropriately for the season. Walking shoes are a must, sandals and flip-flops are not appropriate for walking and make it difficult for your child. If your child is not in the proper shoes for the days field trip, plans to stay at the center with another class will be made.

For all field trips, including walks, qualified staff will be present for driving purposes and supervision; a driver's license, registration and proof of insurance will be in all vehicles. A cell phone and first aid kit will be with staff at all times. Children will be required to wear the appropriate restraining devices when in a center vehicle. Seat belts are not required by law when traveling in our 35 passenger school bus. Colorado State rules prohibit children under 2 ½ years old from going on field trips or outings if transportation is needed. Role will be taken before, during and after field trips and the vehicle inspected after all children have exited. We ask that children arrive 15 minutes prior to departure for all field trips. If a child arrives at the center late, or after their class has left for a field trip, they will remain at the center with the director or join another classroom until their class returns.

### ***Transitions***

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. We will create an individualized transition plan for your child if you or we feel that it is in your child's best interest.

#### **Transition from home to center**

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you. We ask parents of children coming into the infant and toddler programs to provide family pictures for the little ones to help them transition into their classrooms. The teachers will post these in the classrooms for the children to see throughout their day.

#### **Transition between learning programs**

Children are transitioned to the next program/classroom based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current teachers will meet with you, discuss your child's readiness to transition into an older classroom, speak with you about your child's future teachers, offer you an opportunity to tour your child's next classroom and propose a plan to introduce your child into the new program. These transitions happen in the fall, 1<sup>st</sup> of January, and beginning of summer. If your child is potentially transitioning at these times the teachers will talk with you at parent teacher conferences in November (for January) and March (for summer/fall).

#### **Transition to elementary school**

We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school. We will also notify you of upcoming "Kindergarten Round Ups" for our local schools. This is our school systems way of hosting an open house for you and your child and an opportunity to register your child for kindergarten.

#### **Transition for before/after school care**

Children who are of school age may continue with before/after school care at our center. We provide transportation to several elementary schools in our area. In Fruita we transport to and from Shelledy and Rim Rock Elementary. In Grand Junction, we transport to and from Tope and Chipeta elementary as well as Lincoln Park preschool. Transportation is typically contingent on scheduling and availability.

### ***Electronic Media***

Movies will be watched on occasion for learning purposes and for special events. These movies will be age appropriate. Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 120 minutes per week per child, and typically only use an average of 45 minutes per week. Our toddler programs will be limited to 15-20 minutes of screen time per week. In many cases this gives staff additional cleaning opportunities.

### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### ***Celebrations***

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. You are welcome to bring in a birthday treat on or near your child's birthday. Be sure to advise and coordinate this with your child's teacher. Please refer to our "Birthday Treat Guide" for suggestions on unique, fun and healthy treats, AND be sure to not bring anything in this contains peanuts or tree nuts or was processed in a factory which processes these items.

We are a tree nut and peanut FREE facility. We allow children to dress up for their Halloween party and offer a Christmas program where families are encouraged to enjoy a short performance.

### ***Rest Time***

Infants sleep according to their own schedule and are put to sleep on their backs. Pacifiers are offered every time an infant is laid down to rest, unless we have a parent release whereas no pacifier is desired. Mobiles are not permitted to hang over the infant cribs so as to eliminate the possibility of falling and creating a strangulation hazard. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 10 minutes. No items are permitted in the infant crib until they are 12 months of age and then only a blanket is permitted.

Children 5 years and younger will have a mat and be expected to remain quiet on it during the rest time. It is our policy that if a child falls asleep their body requires that rest, thus no efforts will be made to keep a child awake during this time. Children are welcome to have small security objects such as stuffed animals, blankets, and pacifiers at nap time if they are important to your child. Half day programs do not have a rest time. For those who do not sleep after a period of twenty minutes or wake early from a nap, books, puzzles and other quiet activities are available. School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

### ***Toilet Training***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. Parents of children enrolled in the toddler and our early preschool classrooms are encouraged to decide on potty training strategies and communicate these ideas to our teacher. This is an important partnership between parents and classroom teachers. There will be no attempt to engage in toilet learning for children before the age of 18 months.

Parents of children in all classrooms need to supply an extra set of clothing in case of accidents. If clothes from the center are used, they must be returned by the following week. Reminders will be issued for return of center clothing. Diapers must be supplied for children in the infant, toddler and early preschool classrooms. Reminders will be posted outside cubbies or placed in child(ren)'s folders regarding the need for diapers for your child.

### ***Behavior Guidance and Discipline***

Discovery Kids Learning Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our program works **with** the child to develop internal controls over their behavior. Our goal is to encourage children to become creative, independent, responsible, and socially able beings. This includes learning to make their own choices, learning about responsible choices, and accepting the consequences of such choices. We use several avenues of guidance including the following:

- providing a child-centered, appropriate environment that prevents frustration, interruption, and hazards with easy adult supervision
- modeling appropriate behavior by staff and adults around the children
- positive nurturing touch will be a part of everyday encouragement; hugging, holding, rocking, rubbing or patting backs, cuddling, holding hands, cleansing when need be. Children have the right to refuse physical touch at any time.

- a clear, easily understood set of rules, guidelines and limits as well as a consistent routine
- positive redirection guiding behavior in an appropriate direction
- positive and encouraging communication regarding behaviors
- introducing and teaching problem-solving skills
- comfort and privacy away from the group setting that is not considered punishment, but rather time for the child to regroup and join activities again

### **Challenging Behavior**

Children are guided to treat each other and adults with respect and kindness.

Each student at Discovery Kids Learning Center has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We use “time-out” sparingly and prefer strategies that give the child safer control over themselves and their space. For example, we may have a child sit on an “alone rug” and have them playing constructively with toy, puzzle or other object. There will be no use of corporal punishment in our facility, defined as negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed, such as humiliation, ridicule, threat or coercion.

Withholding of food, clothing, or medical care will not be used as punishment.

We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Owner or Director of the Center.

### **Physical Restraint**

Physical restraint is not used or permitted for discipline. No physical restraints or mechanical restraints of any kind will be used on a child. There are rare instances when we need to ensure a child’s safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation. If a situation is endangering the child or others, parents will be immediately notified.

### **Notification of Behavioral Issues to Families**

If a child’s behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child’s individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child’s behavior may warrant the need to find a more suitable setting for care.

Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child’s accommodations for success and participation.

### *Meals*

We will provide breakfast, lunch and one afternoon snack per day. Balanced meals are planned according to the USDA Food Quantity Program. Weekly menus are posted on the front bulletin board and emailed weekly. **We do not allow food to be brought into the center for your child’s consumption. This includes not only fast food products but also food from home, unless special arrangements have been made to meet a child’s dietary needs. If your child has a birthday and you would like to bring in a snack item, consult your teacher for possible classroom food allergies and we ask that you consider a “fun, healthy snack.”** Breakfast will be served at 7:30 a.m. Your child must be in the center by 7:55 am for breakfast.



If your child(ren) are not in attendance at this time, you will need to make sure they are fed before bringing them to the center. Lunch is served at 11:00am for toddlers and noon for all other children. Our afternoon snack is served at 3pm and at 4pm for our school-agers.

### ***Children's Cubbies***

Each child will have a cubby for belongings and class work. Please check your child's cubby daily and take home all paperwork. Please do not allow your child to bring toys, lip gloss, gum, money or other items to the center; we are not responsible for lost or stolen items. Items can be brought from home on days specified by the child's teacher for show-and-tell or other special occasions.

### **Authorized Release of a Child**

**No** child(ren) will be released to any persons other than those named by the applicant on the Registration papers and on the Emergency Card. Those individuals named on the above paperwork will be **required** to show picture identification when picking up the child(ren). We strongly recommend the information regarding authorized persons for pick-up be kept current to preclude inconveniences. Late pick-up fees will be charged if we hold your child because authorized pick-up arrangements were not made.

### ***Arrival and Departure***

For your child's safety, we require that you or other **authorized adult** bring your child into the program each morning and get them settled. Sign your child in upon arrival (use data terminal). Please take the time to help wash and/or observe your child wash his or her hands as they enter the classroom each morning. Be sure that a teacher or staff member is aware of your child's arrival before you leave the building. Please call us by 9:00 a.m. if your child will not be attending that day. When picking up your child, be sure the teacher knows that they are leaving, be sure to sign your child out. We recommend having a photo ID with you and anyone else who is coming to pick up your child(ren) in case we have a new staff member that hasn't met you yet and therefor will need to ID you in order to release your child. This procedure is for your child's protection and safety. Once you've made contact with your child at the end of the day, we depend on you to safely remove them from our care. Aka Please do not let them run out the front door.

Attendance in each classroom is taken throughout the day at 7:55 am 10:30 am, 12:15 pm and 3:15 pm. Staff members in each classroom are responsible for attendance and count of children in their care for the day. Staff members check the building in its entirety at the end of each day. The sign-in (keyed entry) is also checked daily.

### ***Parent File Box and Bulletin Board***

A file box with files for each child will be available in the entry of your child's classroom. Each file folder may contain information for the child including the following: a newsletter, classroom information, lesson plans for the child's class, notes regarding the child and other communication and most importantly projects and art work that your child has been working on. Please take a moment to look at the bulletin board in the entry way and in the classroom. This will contain pertinent information regarding the center and our current happenings. Communication between parents and staff is essential and is always encouraged. Please feel free to contact us with information, requests or concerns. Also, make sure we have your email address as much of our communication these days are via email.

### ***Data Privacy***

The only persons who can request and are permitted to see your child's records will be you, the parent or legal guardian, child care employees, and the state licensing examiner. Information

will not be given to others without parent or legal guardian written consent. We will not verify your child's enrollment to anyone via the telephone without your consent.

### *Outdoor Play*

The children will be provided time to play outside daily, weather permitting. Our feeling is that if your child is well enough to be in the program, they are well enough to play outdoors. We will not take children outdoors in extreme weather or extreme temperatures; this will be at the discretion of the director. Fresh air and motor activity in the outdoors is needed by children and staff for general well-being, health and development. We ask that appropriate clothing be sent with your child each day.

Discovery Kids has a small garden area located on the playground, we use this area to grow flowers and foods that the children may otherwise not have a chance to taste or know about. When possible we use the food from the garden in the kitchen or just for a taste test for the children.

### *Emergency Care*

If your child is involved in an accident, immediate first aid will be administered by a trained staff member of the center. The parent will be notified; emergency contacts will be reached in the event that the parent is not available. If parents and alternative contacts cannot be reached, the director will have the authority to call for medical assistance. A staff member will accompany the child to the hospital if transported. For all incidents, an accident report will be completed and signed by a staff member, the director and the parent.

State regulations requires 1 staff member for every 30 children on campus to hold current certifications in First Aid, CPR and Universal Precautions. Discovery Kids Learning Center holds an annual training each May to ensure that all staff have the opportunity to be certified. Copies of certified cards are kept in staff files. First Aid kits are present in all classrooms and vehicles. We have a nurse consultant that visits the center regularly and answers questions regarding illness, medical concerns, medicines, and other questions regarding children's health.

In the event your child is found to be lost from the group, the parents and authorities will be notified immediately. In case of a natural disaster, parents will be notified and expected to pick-up children as quickly as possible. Fire/emergency evacuation plans are posted throughout the center and within each classroom. In the event the center is deemed unsafe or in a state of emergency, the children will be evacuated as described below: **Fruita evacuation locations** include the playground at Shelledy Elementary or the cafeteria (when school is in session), or Family Health West Cafeteria and parents will be notified for pick-up. **Grand Junction evacuation locations** include Hawthorne Park, East Middle School, or Grand Junction Public Library. Parents will be notified of the location and pick-up.

### *Withdrawal from Discovery Kids Learning Center*

When parents choose to terminate their child care arrangement and withdraw their child from our center, **a two week's written notice to the director is required.** All efforts will be made before this to remedy any possible situations that may arise. If a child is withdrawn without sufficient notice, the equivalent of two weeks tuition will be added to the child's account.

A child's adjustment to our program and the appropriateness of this particular setting for an individual child may cause concern for the child's well-being. If staff feel that the child's needs are not being met, we reserve the right to terminate the care arrangement on a timeline that is in the child's best interest. Other reasons which may result in the termination of care are as follows:

- Non-payment for services or lack of adherence to our payment policies

- Lack of cooperation from parents regarding the center's efforts to resolve differences and/or meet the child's needs through parent/staff meetings or conferences.
- Abusive behaviors and/or verbal threats by parents toward staff or other parents
- Child exhibits needs or behaviors that require care beyond our staff's training and/or capabilities (i.e.: excessive hitting, biting, harmful behaviors toward other children). In this case, we will make every effort to involve parents and outside resources to decide together the best course of action for the child, prior to termination.
- Abandonment of spot-if 3 weeks of absences go by without any communication we reserve the right to give the spot to someone else without notice.

In the event that collection of tuition and other required fees requires the assistance of an attorney, the prevailing party shall be entitled to recover court costs and attorney fees. Past Due accounts will be subject to a collection fee.

If willful and/or deliberate destruction of property occurs by a child enrolled in Discovery Kids Learning Center or while on a center supported field trip, parents or guardians of the child will be responsible of all costs incurred by the destruction.

### ***Changes to/Special Requirements for Policies and Procedures***

If any changes are to be made to Discovery Kids Learning Center Policies and Procedures, notice will be given in writing to all parents 30 days before the effective date. If there are special circumstances that need to be noted regarding our center's policies, parents should bring this to the director's attention immediately. Every effort will be made to accommodate families. Final decisions are at the discretion of the director.

### ***Complaint Reporting Procedures***

Parents/guardians have the right to file a formal complaint on a provider for suspected licensing violations. A complaint may be made either by telephone or in writing to:

Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street, First Floor  
Denver, CO 80203-1714 1-800-799-5876

### ***Health Regulations***

Your child's health, safety and well-being are a matter of immense importance to all of us here at this facility. A daily health inspection is given upon each child's arrival at school.

**Please keep your child home if he or she displays the following:**(They may be sent home if the following are observed at the facility)

- has a fever over 100 degrees or has had one during the previous 24-hour period
- has a cold that is more than four days old
- has a heavy nasal discharge, ear pain
- has a constant cough, sore throat or respiratory symptoms
- has had diarrhea in the last 24 hours
- vomiting in the last 24 hours
- is fussy, cranky, and generally out of sorts
- is just tired; rest may prevent the development of serious illness
- has symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) **Please notify the school at once if the child does have a communicable disease.**

If the above symptoms occur and your child is sent home, it is required that you keep your child home for **at least 24 hours after the event**. If your child becomes ill during the day, they will be

isolated from other children and an immediate attempt will be made to contact the parent for pick-up. If they cannot be reached, all emergency contacts will be called.

### ***Medication Policy***

Prescription and non-prescription (over-the-counter) medications for eyes, ears, all oral, topical and inhaled medications, and certain emergency medical injections can be administered by qualified staff of Discovery Kids Learning Center **only** with the written order of a person with prescriptive authority and with written parental consent. Discovery Kids Learning Center may administer medications for chronic health conditions or emergency situations; only those members who have successfully completed the medication administration training will administer the medication. A member of our trained staff will be present at all times during operating hours. Staff will be trained in the safe storage and of all medications. A log of all medications dispensed to children will be completed and kept with the child's records.

The written order by the licensed prescribing practitioner must include the following: child's name, licensed prescribing practitioner name, telephone number and signature, date authorized, name of medication and dosage, time of day or how often medication is to be given, route of administration, length of time the medication is to be given, reason for medication (unless confidential), side effects or possible reactions, and any special instructions.

Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label that contains the above listed information as well as the pharmacy name and number and expiration date of the medication. All over-the-counter medications must be kept in the original, labeled container and be labeled with the child's first and last name.

Child immunizations are strongly recommended. It is our responsibility to track your child's immunizations and encourage your family to work with and follow the guidance of your child's pediatrician. We do not require your child to be immunized. If you have chosen not to have your child immunized, we will have you complete a "Refusal to Vaccinate" form from the American Academy of Pediatrics.

### **Parent Notification of the spread of illnesses**

When a child becomes ill, it is our policy to begin the evaluation process concerning the notification of other families with children that may have come in contact with the ill child. If we determine it necessary and appropriate to notify parents, we will do so via text messaging as this can be accomplished efficiently and is the quickest means of notification. In order for you to receive a text notification, we must have your cell phone number and cell phone carrier. There is a place on our enrollment form for you this information. We ask all families to notify Discovery Kids when your child has illness symptoms and when they have received a diagnosis by a medical professional. Always bring a doctor's note along with your child when they are returning to our care.

Examples of illnesses which will typically be cause for notification include: Bed Bugs, Chicken Pox, Hand-Foot and Mouth, Head Lice, Pink Eye and Strep Throat. Examples of common illnesses which will not be cause for notification include: Common cold, Croup, Influenza, RSV and Whooping Cough.

**\*\*\*Returning to Discovery Kids after being diagnosed with Hand Foot and Mouth must be accompanied by a doctor's note and all blisters must be crusted over and dried up.**

**\*\*\*Discovery Kids maintains the "No Nit" policy for head lice. This means your child must have at least 1 treatment and no Nits in their hair to return.**

**We do not charge for Holidays when the Center is closed.**

\* 5 hours up to 9 ½ hours is a full day. For each “non-work related” hour over 9 ½ hours in a day that a child is in attendance, an additional charge of \$3 per hour will be added. **Please Don't be Late!** We close at 6:00pm sharp. A late charge of \$15.00 per child will be assessed for children not picked up by 6:05 p.m. and a charge of \$2.00 per minute thereafter. \$3 per minute will be charged for ongoing pickups from 6:01-6:05. Authorities will be notified if a child is not picked up by 6:15 p.m. if staff cannot reach parents or emergency contacts by phone.

**REGISTRATION/SUPPLIES FEE:** There is a \$55.00 annual non-refundable fee per child due the first day your child(ren) is enrolled. This fee covers processing of registration forms and supplies for your child(ren). In order to secure a future spot for your child, we require our registration fee and the first five days tuition, both fees are non-refundable.

**TUITION:** Weekly tuition must be paid in full on the Friday before the week of attendance. Weekly accounts carrying a balance on the following Wednesday will be subject to a \$20 late fee. Parents choosing to pay monthly have the choice to have tuition due on the 1<sup>st</sup> or 15<sup>th</sup> of each month. Monthly accounts due on the 1<sup>st</sup> carrying a balance on the 5<sup>th</sup> and Monthly accounts due on the 15<sup>th</sup> carrying a balance on the 20<sup>th</sup> will be subject to a \$20 late.

**Multi-child discount:** When three or more siblings are enrolled with-in a single household, the household will receive a 5% multi-child discount off tuition for the number of days three or more children are scheduled to attend.

**Tuition is paid regardless of whether your child(ren) is in attendance or not.** All tuition must be paid by checking or savings account ACH, check or cash. A \$25.00 fee will be assessed and charged for all returned checks. A \$1.00 charge will be assessed on accounts for each day a child is not properly checked in/out, this also applies for parents receiving Colorado child care assistance. A first month grace period will be given to all families while we help you learn our check-in/out system. If the time clock is not working or you are having difficulties checking your child in or out, please ask for help. We have a fee schedule for items supplied such as diapers and items sent home which do not return to the Center, such as soiled sheets and spare clothes.

**We accept state-funded child care (DHS aka CCCAP).** A separate DHS contract will need to be signed outlining our policies for families with state-funded child care. A child is allowed 2 absences per month if on state assistance. Additional absences will be paid by the parent. Parental fees are due on the 1<sup>st</sup> of each month and a late fee will be assessed as of the 5<sup>th</sup> of each month and each week thereafter until tuition is brought current. You will receive an activity fee credit towards field trip fees equal to the amount received by DHS determined by monthly attendance.

**Non-School Days:** Tuition continues to be due for Preschool, Kindergarteners and School-agers enrolled during the school year for non-school days in order to hold their spot as well as guarantee availability on non-school days. If your child will not be attending a full day on a non-school day please notify a front office person.

**\*\*\* All children attending on a non-school day will be billed a full daily rate. \*\*\***

**Field Trip Fees** Activity fees will be billed to your account to cover activity costs and transportation, but only after your child participates on the field trip. Parents will be notified of upcoming events and field trips.

**Enrollment During Summer Months** Full day enrollment is our only option during the summer months. You may enroll your child between 2-5 days per week, however part-time days are only available during the school year.

**Final Unpaid Balance** Any final balances on your account, as of your child's final day in our program, will be withdrawn in full via Tuition Express. CCCAP households typically require up to 3 weeks for final auditing to be completed.



## Daily Rates and Fees for Discovery Kids Learning Center



*Discount for  
ACH via Checking Account*

*Daily Rates*

12 to 24 months	Full-time	\$41.00/day	\$40.00/day
2 to 3 years	Full-time	\$37.00/day	\$36.00/day
2 1/2 to 3 years	Part-time	\$25.00/day	\$24.00/day
3 years & potty-trained to 12 years of age	Full Time Full days/Summer	\$34.00/day	\$33.00/day
	Part Time	\$25.00/day	\$24.00/day
Preschool 2 1/2 to 5 years Extended hours available	8:50-11:50	\$21.00/day	\$20.00/day
	Or 12:50-3:50	\$17.00/day	\$16.00/day
School-Aged K – 5 and District Preschool	<b>Before and After School</b>	<b>\$21.00/day</b>	<b>\$20.00/day</b>
	<b>Before or After School</b>	<b>\$11.00/day</b>	<b>\$10.00/day</b>
	<b>Early Release After School</b>	<b>\$21.00/day</b>	<b>\$20.00/day</b>
	<b>Early Release B&amp;A</b>	<b>\$25.00/day</b>	<b>\$24.00/day</b>
	<b>Early Release &gt; 5 Hrs</b>	<b>\$33.00/day</b>	<b>\$32.00/day</b>
Transportation Fees	Before <b>and</b> After School	\$3.00/day	\$3.00/day
	Before <b>or</b> After School	\$2.00/day	\$2.00/day
Drop-ins, all ages	Hourly, or Standard Daily Rate	\$6.00 per hour	\$6.00 per hour

*Tuition is due based on your child's schedule, even when absent.*

Updated January 1, 2018