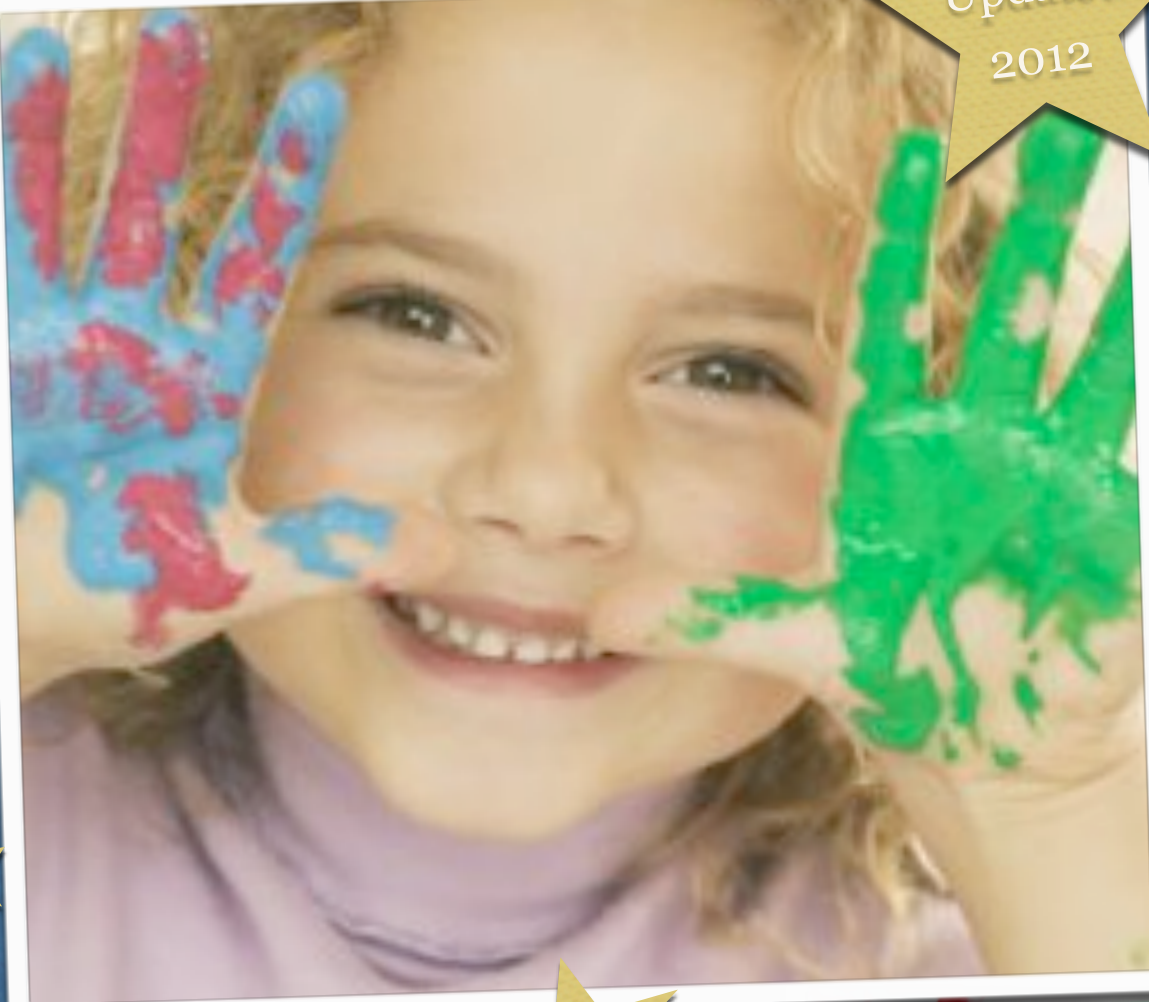


CENTENNIAL CHRISTIAN LEARNING CENTER

Parent Handbook

Updated
2012



A Ministry of
Cherry Creek Wesleyan Church
19401 E. Chenango Dr.
Centennial, CO 80015
www.CCWC.info



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Changes to Handbook

Centennial Christian Learning Center reserves the right to change, add, or delete any item listed within the Parent Handbook and within the guidelines set by Colorado Division of Childcare, Tri-County Health, Centennial Fire Department, and other agencies governing the procedures for operating a less-than-24 hour childcare center. Notice of these changes will be given to staff personnel and parents to allow for any discussion regarding the specific changes and for providing clarification.

Please read through the Parent Handbook carefully. If you have any questions, please contact the office and we will be happy to answer them.

Statement of Faith

1. We believe in one God, three persons of one substance; Father, Son and Holy Spirit.
2. We believe in the divine nature of Jesus Christ, who was both fully God and fully man.
3. We believe in the Holy Spirit who lives within us, giving us the power to live a holy life.
4. We believe the Holy Bible is the inspired Word of God, infallible and without error.
5. We believe that man was created in Gods image, but because of Adam's sin is depraved.
6. We believe that Christ died on the cross so that by faith in Him we are given salvation.
7. We believe that good works show evidence of our faith in Christ.
8. We believe that sanctification is the work of God in the life of the believer.
9. We believe the Holy Spirit gives spiritual gifts to all believers for edifying the Church.
10. We believe in the sacraments of the Lord's Supper and Baptism.
11. We believe in the personal return of Christ to receive His believers into eternal life.

Mission Statement

Centennial Christian Learning Center (CCLC) is committed to providing a nurturing environment for every child in our care. This includes providing Christian training and developmentally appropriate education for every child. Our educational program incorporates many components necessary for effective learning: exploration, socialization, creativity, and independence. We support developmental stages and individual learning styles. We help every child engage in meaningful learning.

Our Responsibility

- To introduce the foundational concepts of the Christian faith
- To provide a safe, clean, and nurturing environment
- To value the uniqueness of each child
- To provide each child with a developmentally appropriate education
- To foster all components of a child's development

Our Staff

Our staff maintains current First Aid, CPR and Universal Precautions certification and participates in annual staff development training. This training relates to topics of child growth and development, health, safety, positive guidance techniques and developmental teaching strategies.

Policies and Procedures

The purpose of Centennial Christian Learning Center is to provide 2½-year old through kindergarten children with a nurturing and safe environment while introducing them to the foundations of the Christian faith and the essentials of early childhood education. In order to accomplish this we will offer regular Bible lessons with the pre-school, pre-kindergarten and kindergarten programs. Our Center license from the State of Colorado allows us to accommodate 71 children. Children of all races and ethnic origins have equal access to our services. Children with special needs may be enrolled in compliance with the Americans with Disabilities Act based on determination by medical specialists and state recommendations, and the ability of existing staff to meet such needs.

We will be open Monday through Friday from 6:45 a.m. to 6:00 p.m. with the exception of the following dates. Tuition rates are paid as usual during these closed days.

- | | |
|---|-------------------------------|
| Labor Day | Martin Luther King Day |
| Three Teacher Work Days
TBA one month in advance | Presidents Day |
| Thanksgiving
including prior Wednesday and following Friday | Good Friday |
| Christmas Week* | Memorial Day |
| | July 4th** |

*Please check calendar for specific dates each year.
 **If the 4th of July holiday falls near a weekend, CCLC may be closed more than one day. See calendar for specific dates.

We will observe the same daily classroom schedule with occasional changes to accommodate special guests or circumstances. Daily schedules for the pre-school class, the pre-kindergarten and kindergarten classes will be posted.

Fee Schedule

Weekly Rates For Full Day Childcare (includes school program in the morning)		Pick Up By 3:00	Monthly Rates For School Program Only (9:00-12:00)	
Childcare- 5 days	\$185/week	<i>\$170/week</i>	Pre-school & Pre-kindergarten	\$200/month
Childcare- 4 days	\$160/week	<i>\$145/week</i>	M/W/F:	
Childcare- 3 days	\$140/week	<i>\$125/week</i>	Pre-school & Pre-kindergarten	\$155/month
Childcare- 2 days	\$100/week	<i>\$85/week</i>	T/Th:	
Childcare- 1 day	\$60/week	<i>\$45/week</i>	Pre-k/K enrichment 1-3pm	\$155/month
			M/W/F:	
			Kindergarten	\$320/month
			M-F:	
Payment due: First day each week			Payment due: First day of the month your child is scheduled to attend.	

Other fees:	
Late Charges:	If payment is not received by 9 a.m., the Thursday of the week your payment is due, \$10 a day will be charged until payment is received.
Registration Fee:	\$125 annually, which is non-refundable.
Extra Hours Charge:	Please see the current fee schedule for “extra hours” charges.
Late Pick Up Fee:	\$1 per minute will be charged if you are late picking up your child.
Change of Schedule Fee:	There is a \$25 processing fee each time you change your child’s attendance schedule. This fee does not apply if your schedule change is due to a full program in which your child has been placed on a waiting list.

Closures

Closures may be necessary during extreme weather conditions including excessively hot or cold temperatures, local or national emergency situations, inability to use the facility, or any situation that would involve risk for the children. We will make every reasonable effort to accommodate the needs of our families in these circumstances. We will usually follow the policy of local public schools in these situations; but we reserve the right to close independently if it is in the best interest of the children. We will make every effort to broadcast emergency closures, but you should follow local public schools closures. There will be no deduction in tuition for such closures.

If near-blizzard conditions or hazardous driving conditions develop during the day, be prepared to pick up your child immediately.

Weather Related Closures:

If Cherry Creek Schools have a delayed schedule, CCLC is open as usual.

If Cherry Creek Schools are closed, CCLC will also be closed.

Admission, Registration and Tuition

Registration for the summer and fall terms begins in late February. Families already participating have priority. New enrollment is on a first-come, first-serve basis. You may register prior to your child’s becoming 2½, but attendance cannot begin until the child is 2½ years old. This maintains the age range for which we are licensed and for which our program is best suited.

At the time of registration each child will need one completed enrollment packet:

1. Application for Enrollment form
2. Completed Emergency Information form
3. Physician-signed immunization records. Records must be brought by the first day of attendance.

4. Medical Information form completed by child's physician or a written statement from parent/guardian indicating appointment with the doctor.
5. A written authorization form for emergency medical care signed and dated by parent/guardian. This must be renewed and updated annually.
6. Financial Agreement.
7. Compliance Agreement signed and dated by both parents and/or guardians, indicating that they have read and are in compliance with all the center's policies and procedures.

When all forms are completed, a conference will be scheduled with the directors. Please bring your completed packet to this meeting.

Vacation

CCLC offers one tuition-free week of vacation every 12 months to children enrolled in FULL-DAY CHILDCARE. You are eligible for your next tuition-free vacation week 12 months from the date of taking your last one. Your child is eligible for the tuition-free week after completing three months of enrollment. A parent must complete a Vacation Request Form *two weeks prior* to the absence. Accounts must be current and not reflect inconsistency in timely payments. You cannot carry unused vacations into the following year. You must take vacations in full and at least two weeks prior to your child's withdrawal.

Please note: Pre-school, pre-kindergarten and kindergarten-only students are not eligible for the vacation deduction.

Summer

Children enrolled in our pre-school, pre-kindergarten and kindergarten classes have the option of staying or not staying through the summer. Full-day childcare is automatically enrolled in the summer childcare program. Please let CCLC know at re-enrollment time if your child will continue through the summer from June to August.

Arrivals and Departures

The care and welfare of your children is an awesome responsibility; and we take it very seriously. Therefore, we need your cooperation and help in following safe arrival and departure procedures. We need your help to maintain with certainty which children are present and their exact location at all times. Please be sure to *sign your child in* when you come, and *sign your child out* at the end of the day. Always make contact with a teacher when bringing or picking up your child. This ensures that the teacher is aware of the child's arrival and provides an opportunity for the teacher to personally welcome your child every day.

If your child will be absent, please let the teacher know as soon as possible.

Please understand that children will be released *only* to adults designated in the authorization section of the registration form and/or Emergency Contact Form. No child will be released to anyone—even a relative—who does not have written authorization. Be sure to list an adequate number of alternate

people and keep contact information accurate and current. Anyone who is not known to the closing teacher will be required to provide a photo I.D. before taking the child. Be sure that your alternates know this so they bring their I.D. into the building with them. Again, be sure to sign the child out and make a verbal connection with the teacher before taking your child.

Please pick up your children on time. We reserve the right to charge a late fee of \$1 per minute if you pick up your child(ren) after scheduled hours. If you have an emergency, call and let the teacher know you will be late and when you expect to arrive. We will make every effort to accommodate your needs as much as possible and to reassure and comfort your child.

Before we close we will inspect the entire facility from back to front to ensure that no children remain in the building. We will also review our sign out list to verify that every child has been picked up.

In the event that a child is not picked up and we do not hear from you, we will make every effort to contact you. If the parent or guardian is unavailable, we will try to contact an authorized alternate. If this fails, the police department will be called, and they will take the child into custody. A staff member will remain with the child until the contact person or the police arrive. A note informing you of where your child is located will be posted on the door.

Policy for Attendance Control

CCLC requires each group leader to maintain accurate head counts regularly throughout operating hours. In order for each group leader to maintain an accurate head count of the children, they will be using the sign-in and sign-out sheets generated from Childcare Manager. *It is very important that parents sign in and out using the data terminal.* With the parents' full cooperation of signing their child(ren) in and out using the data terminal, our staff at CCLC will be able to perform its job of ensuring the children's safety to the highest degree. In the event that our computer system is down, a paper sign-in/out sheet will be used instead.

In the event that the church has an activity during operating hours, such as a funeral or Bible study, we will carefully monitor access to the daycare area. Children will remain in the classrooms and playground area. Cherry Creek Wesleyan Church will limit such activities as much as possible

Visitors

No unscheduled visitors, other than Social Services representatives, will be admitted to the center. All scheduled visitors, such as those who want to observe, will be required to sign in. Parents are always welcome but please be aware that the program will continue as scheduled. We appreciate as little disruption as possible.

Denying Access to Parent/Guardian

The law authorizes the person in charge of the child daycare facility to deny access to the parent/guardian if the parent/guardian is behaving in a way that poses risk to children in the facility. Otherwise, parental access cannot be denied to either parent without a court order.

Please note that we will ask for identification from all unfamiliar individuals attempting to pick up a child. If we determine that the individual has been authorized by the parent, we will allow the child to leave with that individual. If we determine that the individual is not on the list to pick up the child, we will attempt to contact the parent. We will call 911 if an unauthorized person refuses to leave the property.

Only in an emergency will we release a child per a parent's verbal authorization.

Dress Code

There is little need for a detailed dress code for two-and-a-half to six-year-old children. Our main concern is for their comfort and safety. Clothing should be clean and neat, and appropriate for playing on the playground and sitting comfortably on the floor in the classroom. Clothes should fit well. Oversized clothing is a safety hazard. We will provide smocks to protect the children's clothing during painting and other messy activities. However, we are not responsible for torn or damaged clothing.

Choice of shoes can be a safety concern, especially in the summer time. Flip-flops, clogs, and sandals without heel straps are unsafe on the playground. All children should wear shoes that enable them to run and climb.

Children should not wear jewelry, especially necklaces and bracelets. These items are easily broken or taken off and lost. Children often put jewelry in their mouths, especially during rest time. This is a safety hazard. Some children sometimes have pierced ears. Earrings for pierced ears are permissible as long as the child does not remove them.

Please make sure that your children have clothing appropriate for the weather. We will go outside every day except during extreme temperatures and storms. Coats, gloves, hats and boots are necessary for winter. During other seasons your child should have a light jacket or sweater due to Colorado's fluctuating temperatures. All clothing should be functional and free from advertising. Please avoid clothing with pictures or logos that suggest violence or have negative messages.

Daily Supplies

Each child will need daily supplies. All supplies must be clearly labeled with the child's name. These items should display only positive and wholesome messages. We want to encourage children to focus their minds on things that will be of benefit to them.

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” Philippians 4:8

Supplies:

- Backpack or tote bag
- Lunch box**
- Rest time blanket**
- Small pillow (optional)**
- A complete change of clothing (to be left at school and changed seasonally)
- Coat, sweater, or light jacket,

- Small, stuffed toy** appropriate for current weather
- Diapers, wet wipes if needed and weather changes

**Needed only for childcare students who remain at CCLC after 12:00 p m

We are not responsible for lost or stolen articles.

Personal Belongings and Money

We discourage bringing personal items to school with the exception of things authorized by teachers or nature items, such as leaves and seashells, for the Science Center. Please do not allow your child to bring something special that he/she will not want to share or that will not be available to all the children. The only exception is the soft toy used during rest time; this toy will remain at school.

Any personal items should be clearly labeled with the child's name and given to the teacher to hold until the appropriate time. No toys, books, or any items that suggest violence are allowed. No toy weapons are permitted.

Please do not allow your child to bring money unless it has been requested for a party or special project. If your child brings money for any of these purposes, please put it in an envelope labeled with the teacher's name, the child's name, amount enclosed, and the purpose for the money.

Meals and Snacks

We understand that children don't always feel like eating before they come to school. For this reason, children are more than welcome to bring their breakfast to school with them before 8:45. We will also provide nutritious morning and afternoon snacks with milk or juice. Water is available all the time.

Parents are responsible for sending a sack lunch. We will provide milk for lunch, so please do not send a beverage. Please provide a lunch that does not require extra preparation, such as heating. Send warm or cold food in a thermos. Please include at least one fruit and/or vegetable, a protein source, a carbohydrate source, and no more than one dessert type item. Keep in mind that your child's lunch should constitute one-third of his or her daily nutritional requirements. If you bring your child at the end or after snack time or lunchtime, it is your responsibility to feed your child a snack or lunch before you drop him/her off.

Dietary Restrictions

The health and safety of each child is very important to us.

If a child has any dietary restrictions the parent/guardian will provide provide all food for the child, including snacks, drinks and party treats.

Dietary restrictions include, but are not limited to:

Any food allergy

Any food sensitivity

Gluten restrictions

Dairy restrictions

Any family dietary choice (vegetarian, vegan, gluten free, organic, etc.).

Toileting/Potty Training

Toilet facilities are available for children to use whenever they need them. Also, we will send the children to the bathroom at regular intervals during the day.

We are here to support your efforts to potty train your child. For sanitation reasons and because of time constraints on our staff, a child needs to stay in pull-ups until they are fully potty trained. A child who has accidents on a regular basis is not yet potty trained. Once the parent and staff agree that a child is ready to be toilet trained, the staff will work closely with the parents to ensure a smooth transition. Please remember that consistency is most important.

We understand that young children have occasional accidents. If your child has an accident, he/she will be given privacy for changing himself/herself. Be sure that your child has a complete change of clothing in a plastic bag at all times. Soiled clothing will be placed in the plastic bag and sent home with the child. The child will wash his/her hands with soap and water after changing out of the soiled clothing.

Outdoor Play

Each class will play outside every day. If the weather is severe or the temperature outside is extreme (below 35 degrees or above 95 degrees), the children will remain indoors. If the temperature nears these extremes, we will make adjustments in the length of time the children will be allowed to remain outside. Also, we will apply sunscreen. Parents must give written permission for sunscreen to be applied (on enrollment form). If a child needs special sunscreen due to sensitive skin or allergies, parents will provide it. All children will go outside unless otherwise stated in writing by physician. Please have your child dress appropriately.

Rest Periods

According to the state of Colorado, all children are required to take a rest after the noon meal. CCLC will furnish sleeping mats and sheets. The parent will supply a blanket, pillow and sleep toy. CCLC staff will launder the sheets regularly and will send blankets and other bedding home to be laundered. Sleep mats will be disinfected regularly.

Programs Offered

Pre-school Program

This program is designed for children who are 2½ through 3 years old. The child-to-staff ratio in the pre-school class is 8-to-1. Should 80% or more of the class turn three years old, the ratio may go to 10-to-1.

The pre-school program will introduce the basic phonics and math skills as well as training in music, science concepts, and creativity skills. Special focus will be placed on social development. We request consistent reemphasis of this at home from our parents.

Pre-school academic goals are:

- Count 1 to 10
- Visually discriminate numbers 1 through 5
- Recognize basic colors
- Recognize basic shapes
- Recite short verses from memory
- Recognize one's written name
- Say and sing alphabet
- Begin to recognize and associate letter sounds

Please refer to the hallway display for the current class schedule.

Pre-kindergarten Program

This program is for children who are 4 to 5 years old; they must be 4 by October 1. It maintains a child-to-staff ratio of 12-to-1. Qualified Group Leaders and experienced teacher's aides provide programs that emphasize the development of language, as well as cognitive, social, emotional, and spiritual skills. You can obtain specific details about this program from the classroom teacher or the center Director. Our programs are structured but still allow each child the flexibility to interact on his or her own level and to begin to explore our world independently.

Pre-kindergarten academic goals are:

- Count 1 to 20
- Visually discriminate numbers 1 through 10
- Recognize basic colors
- Recognize basic shapes
- Recite short verses from memory

- Recognize one's written name
- Say and sing alphabet
- Recognize letters and sounds
- Recognize upper and lower case letters
- Draw simple shapes and letters

We give special attention to promoting the godly sense of self-esteem that the child will carry into adulthood.

Lesson plans are designed to fit the needs of this age group with respect to specific goals and objectives. The students will work toward and reach these objectives with the support of his or her Group Leader. Please refer to the hallway display for the current class schedule.

Kindergarten Program

This program is for children who are 5 or 6 years old. It maintains a child-to-staff ratio of 15-to-1. Qualified kindergarten teachers and experienced teachers aides provide a program planned to prepare your child for entrance into the first grade.

You can obtain specific details about this program from the classroom teacher or the Center Director. Our programs are structured but still allow each child the flexibility to interact at his or her own level.

Afternoon Childcare Program

Children that stay for the entire day will also have planned activities in the afternoon. However, the afternoon program is less structured with more focus on free play emphasizing social skills, imagination and basic Christian principles.

Program Changes

Should the parents determine that they would like to be considered for another schedule option, the parents must make a request to the office in writing. At that time, the director will determine if the enrollment allows space for the change and will approve it only if no outstanding balance is owed.

There is a \$25.00 fee for schedule changes occurring after enrollment.

School Manners and Safety

As people created in God's image, all of us have the right to be respected and the responsibility to respect others. This respect is necessary for everyone's safety and sense of well-being. We will use the "golden rule" as our guide.

"So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."

Matthew 7:12

Please review the following school manners with your child:

Show respect for teachers.

Listen to the teacher and obey the first time.

Remember that the teacher loves every student and is here to help you learn and keep you safe.

Speak courteously and politely to the teachers.

Show respect for our classmates.

With our mouths:

Use kind and polite words.

Use a quiet voice while in the classroom.

If another person is speaking, wait to speak until he or she has finished.

We never put anything in our mouths but food.

With our hands:

We keep our hands to ourselves

We never push or shove

We remember that our hands are to help and work, not to hurt

Our hands never throw things, except when playing ball on the playground.

When we finish an activity, we replace it neatly on the shelf.

We keep our classroom neat and do our share when it is time to clean up.

We push in our chairs when we are finished sitting in them.

With our feet:

Our feet must walk inside, but may run outside.

We never use our feet to hurt others.

We never leave the classroom without the teacher's permission.

With our eyes:

We watch where we are going so that we don't hurt others or ourselves.

When eating snack or lunch:

We chew our food with our mouths closed.

We never throw food.

We never handle other children's food.

We put our leftover lunch back in our lunchbox so that our parents know what we have eaten

We keep our food in our area on the table.

Discipline

“Train a child in the way he should go, and when he is old he will not turn from it.”

Proverbs 22:6

Please discuss the school manners and safety guidelines with your child and make sure that he/she understands what is expected. We prefer to approach these issues positively; i.e., “this is what you *do*” rather than “this is what you *don't* do.”

The goal of discipline is to provide guidance; this maintains a positive learning environment and helps children develop problem-solving skills. Our staff maintains this positive atmosphere by using positive guidance strategies:

- Modeling appropriate behavior
- Reinforcing appropriate behavior through direct and indirect positive reinforcement
- Setting developmentally appropriate behavioral expectations
- Using redirection and distraction
- Intervening verbally
- Setting logical consequences

For a classroom setting to foster positive learning and social experiences each child must contribute to the order and peace by following age-appropriate rules. This benefits the individual and the group, encouraging the development of independence, teamwork, and cooperation.

Our goal is to promote Christian behaviors and to guide the children in self-discipline. Each person must be respected and must respect others. Consistent use of this principle fosters healthy self-esteem. For these reasons, our goal is to “guide children in the way they should go” rather than to punish them. Positive reinforcement and redirection are usually effective in most situations. We use these opportunities to help the child pray and bring the problem to the Heavenly Father.

In situations where an undesirable behavior persists and redirections are ignored, we may make use of “time-out” time (one minute of quiet time per year of child’s age). Or we may impose an appropriate consequence, such as the loss of a privilege that would be linked to the offense. These measures will never be linked to food, rest, or toileting. Corporal or verbal punishment is not used.

A child is considered to be a discipline problem when his/her behavior consistently disrupts the group and interferes with the management of classroom activities. Such disruptive behavior requires the teacher to be focused on one child at the expense of what is good for the rest of the group. This will not be acceptable in our center.

We realize that adjusting to new situations, people, and care can be traumatic for children. These fears and anxieties often find expression in misbehavior. This is normal. For this reason, we will allow a thirty-day adjustment period for every child. If either the directors or the parents feel that these issues are not being satisfactorily resolved either party can terminate attendance and cancel the contract.

When a child refuses to respond to guidance, the parents will be notified and a conference will be scheduled to outline possible solutions and outcomes. After two such conferences, the family will be notified that after the third conference the child will be dismissed.

If any child threatens or causes bodily injury to another child or a teacher, suspension and/or termination will be immediate. These actions do not require notice; circumstances will be documented. We reserve the right to disenroll a child whenever it has been determined that we can’t meet the child’s or the center’s needs.

Communication and Parent Conferences

You may sign up for a conference with your child's teacher in late January or early February. We hold these conferences to share evaluations and expectations regarding behavior, progress in classroom and social skills, and physical development. Sign-up dates will be posted, allowing for adequate time to sign up. Any unusual issues will be communicated daily and additional conferences may be scheduled. We will document all conferences.

We will send a newsletter home at the beginning of every month. It will provide information about special events, seasonal news, and any other information of interest to parents.

Withdrawal of Services

If CCLC cannot meet the needs of your family or child, we reserve the right to disenroll your child. We will notify you in writing one week prior to disenrollment.

If either the parents or the center desires termination of participation in the program, we require 14-day written notification or payment for two weeks. The exception would be extreme circumstances such as described in the section on discipline. In such a case, dismissal or suspension could be immediate.

Policy for Reporting Child Abuse

According to the State of Colorado under *General Rules for Child Care Facilities* 7.701.53, "Reporting of Child Abuse," B:

"Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency."

Procedures for Filing a Complaint

If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. For additional information regarding licensing and childcare programs, consult:

Colorado Office of Child Care Services
1575 Sherman Street
Denver, CO 80203-1714
Telephone: (303)866-5958

To report abuse in Arapahoe County:

Arapahoe County Social Services
1690 West Littleton Boulevard
Littleton, CO 80120
Telephone: (303)795-4825

Illnesses, Accidents and Injuries

Because the health and safety of the children is of vital importance parents and teachers must work together to prevent spreading illnesses. The teachers reserve the right to refuse any child that is brought to the center whose health is in question. The following symptoms constitute questionable health and may result in our refusal to accept the child.

- Temperature of 100 degrees or higher
- Discolored or bloody nasal discharge
- Unexplained rash
- Oozing eyes or ears
- Nausea
- Vomiting
- Diarrhea
- Puffy and/or red eyes
- Headache
- Swollen glands
- Unequal pupils
- Irregular breathing
- Neck pain
- Stomach ache
- Severe cough
- Inflamed or oozing laceration

If any of these symptoms develop during the day the child will be isolated and the parent will be notified to pick up the child *within one hour*.

Children need to be free of fever for twenty-four hours before returning to school. If taking medication is needed to reduce the fever, the child is still sick and *should not be brought to school*.

We will be discussing healthy habits, including *covering your mouth* and turning your head if you sneeze or cough; correct and frequent hand washing; and nutrition and rest. Please discuss these with your child. Help us to help all the children stay healthy.

In the event that a child has an accident or injury, an accident report form will be recorded. We will notify you by phone of any head injury or an injury that requires medical attention. If emergency medical treatment is needed, we will contact you by phone immediately. If we are unable to reach you we will contact one of the alternate people indicated on your emergency contact list. *Please be sure that you keep this list up to date, and that your personal phone, cell, and emergency numbers are current and accurate.*

Medications

It is recommended that medications be given at home. If medication needs to be given while your child is attending school, there are certain forms that must be completed by you and your primary care medical provider. All medications must be kept in their original container, and will be stored according to current recommendations in the Medication Administration training manual. Prescription medications need to have a pharmacy label. Certain staff will administer medications and have had a state-approved training and delegation with an RN. This is compliance with the Delegatory Clause of the Nurse Practice Act (Section 12-38-132 C.R.S.). If your child has any medical needs or allergies, please talk with the Director.

These requirements also apply to lotions, creams, and ointments applied to a break in the skin. Sunscreen is necessary during summer months. A reminder will be sent home as summer approaches. CCLC will provide sunscreen (a parent will provide sunscreen for a child with sensitive skin or allergy to sunscreen). We must have the Permission for Sunscreen form filled out by the parent. Parents should apply sunscreen before bringing children in the morning. We will apply it again before going outside in the afternoon. We will not apply sunscreen if the child's skin is cracked, broken, or irritated.

Emergencies

Fire..... CCLC provides regularly unscheduled fire drills. Evacuation plans will be posted.

Tornado warning... The children will be divided into two groups and taken into the bathroom area and the two-and-a-half-year-old room or the kitchen. Teachers will not be able to leave the children to answer the phone.

Lost child..... We keep all the children under direct supervision and within sight at all times. Sometimes a child thinks it is funny to hide from the teacher in the classroom or on the playground. We will discuss this inappropriate behavior with the children and would appreciate it if the parents would also. In the unlikely event that a child is lost, staff will follow this procedure: search inside the building; search outside the building; call the parents if the child isn't found in fifteen minutes; call police if the child is not found after thirty minutes.

Kidnapping threat... Our sign-in and sign-out procedures are vital to the safety of each child. The doors to our facility are kept locked or closely monitored. *We will not allow any unauthorized person to take a child.* If such an attempt is made, police will be called immediately.

Emergency Evacuation..... In the unlikely event it becomes necessary to evacuate the premises we will do whatever we can to inform parents. Our evacuation destination is:

Centennial Christian Academy
4343 S. Flanders St.
Centennial, CO
(303)680-7402

Special Programs and Field Trips

At times CCLC may choose to offer special in-house programs. Examples of these are gymnastics, computer, and music classes. Parents will be notified in advance of such activities. These may require

payment in addition to CCLC tuition and fees. Some activities may require a parent's permission in addition to the permission given on the permission form at time of enrollment. Staff-to-child ratio will be maintained, but the staff may ask parents to accompany them on excursions to aid in supervision.

At times a teacher may opt to take the class on a walk of the grounds. Please be sure to have your children at CCLC at least 15 minutes prior to a scheduled excursion or walk. Should your child arrive after the class has left the building, your child will remain in the office until the class returns, as long as their class is scheduled to be back within 30 minutes. Otherwise you have the choice of either taking your child with you or delivering him or her to the location of the excursion.

Transportation

CCLC does not transport 2 1/2 - Kindergarten children.

Pictures

Our center will provide an opportunity for you to purchase school photos once or twice a year. This is optional. If you choose to participate, fees will be paid directly to the photo contractor.

Sometimes we will take photos of the children in the classroom or on the playground. The main purpose of these photographs will be for classroom displays and for our classroom album. Programs and special events will be photographed. Occasionally some of these photos may be used for public relations or publicity. We will provide a permission form for you to sign regarding the use of these photos.

Parties

We will have holiday parties and occasionally a theme-related party throughout the year. Parents will be informed about the dates and times.

We do acknowledge and celebrate student's birthdays in the classroom. If you also wish to celebrate your child's birthday at our center, please let your child's teacher know in advance. You may provide treats for your child's birthday; they will be served as an after-lunch dessert or at snack time.

Television and Videos

Regular television programming will never be viewed at CCLC. A special event, such as a rocket launching, could be a possible exception if it is of interest and benefit to the children. Videos that have spiritual or educational value, provide quality wholesome entertainment, or are related to a theme may be watched occasionally at the discretion of the teacher.

Occasionally we may have a "Movie Day." Videos that meet the specifications mentioned above may be watched at these times. Videos will not be used to manage the children. Staff-to-child ratios will remain the same as at any other time.

CCLC Policy on Child Performances & Sponsored Family Activities

At CCLC it is our policy to do what most benefits the children in our care. It is generally not considered developmentally appropriate practice to expect preschool through kindergarten age children to perform in “shows” for a large audience. It is also our experience that for several weeks before and especially during such a performance (i.e. Christmas program or a graduation ceremony) both staff and students experience extreme stress and often times some children experience panic attacks. Due to this, we have chosen to eliminate such performances from our program. In some cases, a class may choose to do a presentation for their families on a small scale and that is up to the discretion of the teacher.

Because of this policy, we highly encourage family participation time where the child can invite parents and siblings to experience school along with him/her. CCLC will sponsor several Family Activities throughout the year. This is an enjoyable time for the child when family members join us for games and activities and will be scheduled on the CCLC yearly calendar.