

PARENT HANDBOOK



TAKE - A - BREAK
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SERVING CHILDREN 6 WEEKS TO 12 YEARS OF AGE TAKE A BREAK CREATIVE LEARNING CENTER

Thank you for choosing the Take A Break Creative Learning Center (TAB) for the care of your child/ren. We are excited to have the opportunity to work with your family. We believe in providing the best care possible. We are continually striving to make changes that will bring about long-term success for all children. Each child we care for is very important to us. Our challenge is to ensure that every child we come in contact with knows how valuable and important he/she is.

When you enroll your children at Take A Break (TAB), you as a parent, can feel confident that you have not only selected a safe environment, filled with caring adults, but you have placed your children in a program which will help them grow and develop socially, emotionally, mentally and physically. A positive self-image is the key to a healthy, well-adjusted child and we can help instill the confidence your child needs to succeed in the future.

The Take A Break Mission Statement

The mission of Take-A-Break is to provide the highest quality childcare available at an affordable rate while maintaining the highest standards achievable with well-trained, quality staff and excellent child/adult ratios. This mission is congruent to our philosophy.

The Take A Break Philosophy

One fleeting moment of joy will last a lifetime in the minds and hearts of our youth.

Ours is the challenge to find the good in every child and to nurture it to its fullest potential - to encourage a positive outlook and attitude toward others and the future.

The beauty, excitement, and sparkle brought forth from a child is worth all the world has to offer.

Love, understanding, positive development and high self-esteem are the active ingredients of our pursuit.

On Demand Center

Take A Break is considered an on-demand center. Although every room (except the Willow room) has a daily schedule, this is merely a guide and can be flexible depending on the day, the mood of the children, and the number of children present. We in no way participate in the Baby Wise philosophy and do not use any of its practices. We believe that we should fit into a baby's life, rather than having them fit into ours. If baby is tired, they sleep. If baby is hungry, they eat. We will not adhere to a set schedule for baby.

AGE GROUP CONCEPT and PROGRAMS

During the early childhood years children learn through interactive experiences. We have created an environment and program that helps them get the experiences they need. Children should not be pushed into educational settings too soon. This leads to boredom, early stress, and a lack of much needed social skills.

The TAB Creative Learning Center is unique in its concepts of childcare. We believe in providing an environment conducive to your child's age and knowledge levels. We are a "Developmentally Appropriate Practice" center, which means our children are often up moving

around. We offer numerous child directed experiences that allow children to shift from one activity to another, building healthy social interactions with their peers. They very are busy playing, learning, talking, exploring, and developing good social skills.

This type of environment, although noisier than public school atmospheres, helps your child learn valuable social skills while increasing their educational skills. We also focus on helping your child learn that they are unique important individuals.



INFANT/TODDLERS

Our infant/toddler care is outstanding. We provide cozy and safe play and nap areas. Our long-term staff is trained specifically in infant and toddler development and has been with us for several years. We believe in meeting the children's "on demand" needs for feeding and sleeping. Developmental studies have proven that when infants get their needs met they develop a basis for healthy relationships with other people. We know this strong foundation is what will help them excel in all areas of their lives. We rock, hold, cuddle, talk to and play with the babies all day long.



PRESCHOOL

During the early childhood years, children learn through interactive experiences. We have created an environment and program that helps them get the experiences they need to grow up healthy and well rounded. We offer a daily preschool program. Dividing the children into small groups, we utilize curriculum teaching to the Colorado Core Standards. We also have varied assessment programs including the DECA to help us assess the children academically, socially and emotionally. We hold parent/teacher conferences twice a year and as requested by the parents. Please feel free to ask the staff any questions regarding the progress of your child.

During preschool, the children rotate throughout the morning to different learning areas. We

incorporate small and large motor development, language development, letter recognition, beginning sounds, vowel sounds, reading, Spanish, creative play, music, singing, science, art, math, color, shape and number recognition, counting, sequencing, graphing, social skills, character building, and outdoor play throughout the day and week. Our preschool runs from September to May.

From June to August, we offer a fantastic summer program, full of learning and adventures. WE ONLY PROVIDE FULL TIME OR FULL-DAY CARE DURING THE SUMMER. Due to the number of full-day field trips, we cannot take children for partial days. We also require a sack lunch on full day trips. If we supply lunch for the day, \$10.00 will be applied to your account. We love to have parent interaction, and we invite parents to volunteer on field trips and special activity days.

YOUTH

Our before and after school program is for children kindergarten to 12 years. We use the Forty Assets Program from the Search Institute to help the children develop internal and external assets that will help them succeed in life. Our youth program consists of fun and healthy activities, crafts, homework help, community service, communication skills, and socializing. Our full day summer program offers many community service opportunities and fun field trips to exciting places throughout the Denver Metro Area. Swimming, skating, hiking, picnicking, and amusement parks are just some of the great places we go. WE ONLY PROVIDE FULLTIME OR FULL- DAY CARE DURING THE SUMMER. Due to the number of full-day, pre-paid field trips, we cannot take children for partial days. A sack lunch and water bottle need to be brought in everyday. If we supply lunch for the day, \$10.00 will be applied to your account.



PRIVATE KINDERGARTEN

With small class sizes and engaged teachers we can tap into each child's unique learning ability and diverse learning style. We use a "whole child" approach in our teaching which helps increase individuality while strengthening the group. We are committed to having every child in our program excel academically, socially, and emotionally. We are preparing the children to be outstanding learners in a traditional school setting. We use Colorado Core Standards based

learning with objectives derived from state requirements along with many hands-on activities for language arts, science, math, and social studies.

POLICIES

ADMISSION

Take-A-Break Early Learning Center is available to all children and families regardless of race color, ability, sex, religion, sexual orientation, and national origin. We serve families on a first-come-first-serve basis.

ENROLLMENT

All required State Licensing forms must be thoroughly completed and returned before a child enters T.A.B. Creative Learning Center. These include:

- Signed Enrollment Form
- Client information and Medical Consent Form (with two emergency contacts, and doctor/dentist information)
- Policy Consent Form A (permission for security cameras, cots, transportation, field trips, computers use, TV, and videos)
- Policy Consent Form B (permission for sunscreen/creams and medical information)
- Child's health status form signed by child's physician indicating the child is healthy enough for care
- Immunization records signed by child's physician.
- We do require enrollment forms and the first week's tuition to hold a space (this is non-refundable) if space is available.
- Two weeks' notice must be given for schedule changes or to disenroll. All clients not giving two weeks' notice will be billed for the two weeks after leaving care.

WAITLIST

If space is not available, families may choose to be placed on our waitlist.

CHILD INFORMATION/ENROLLMENT CHANGES AND UPDATES

Any changes or modifications of your current home address, phone number, place of employment, emergency numbers, change of marital status, change in custody, or change in the persons picking up your child **MUST** be reported immediately.

Any change in enrollment **MUST** be reported to the office immediately. A new enrollment form will be issued and must be returned two weeks prior to a change occurring. All families **MUST** fill out an updated enrollment form annually with the current year's date on it.

WITHDRAWAL

Parents are required to submit a written two weeks' notice, in advance, prior to withdrawing a child from TAB. **If advance notice is not received, you will be required to pay for the two weeks of tuition.**

All children enter T.A.B on a two-week trial basis to ensure proper adjustment. The contract may be terminated at the discretion of the Center with two weeks' notice if it is felt that continued care for a particular child may be detrimental to the child, other children, or the Center

itself.

INTREPRETER, NATIVE LANGUAGE RESOURCES

At Take A Break want to make every family feel welcomed, valued, and included. In the case of a language barrier, we will request the services of local community organizations to assist us with the delivery of vital information. We understand the importance of cultural sensitivity and confidentiality, and will uphold best practices at all times.

In addition, if there is a dominant Language other than English in a classroom, Take a Break will strive to have at least one teacher in that classroom that is bilingual. Currently we have several Spanish as well as Persian speaking teachers.

We also have a complete list of local resources that can be helpful to parents and families whose first language is not English. (These resources are available at the front office). We also request additional help and translation services from the CU Linguistic Center when needed. Please see the office if language services are needed.

SPECIAL NEEDS / ADA

We, at Take-A-Break, believe that all children should have the opportunity for quality care. Our staff will assess each child to see if we can meet their needs. We will do all we can to accommodate and integrate each child into our outlined program. If we have observed an indication of a developmental concern, we will immediately notify the parents and/or family. Generally, we will also give you a referral to Child Find. Take a Break will coordinate efforts with parents, school districts, and other outside agencies in order to develop goals and support children in our care with an Individualized Family Service Plans (IFSP), Individual Education Programs (IEP), or other individualized plans provided by the family. We provide accommodations such as moving furniture or obtaining special equipment.

Two weeks' notice will be given if we feel that we do not have the proper training to accommodate the unique needs of your child.

HOURS

Our hours of operations are 6:45 A.M. to 6:00 P.M. Monday through Friday. We offer both full time and part time care. Half days are any time between 7-12pm and 12-5pm. Parents are expected to follow the time frames which they have scheduled for their care. We staff according to these time frames; any changes must be reported to the office immediately.

A drop-off day consists of days your child needs care but is not normally scheduled. This service is on a first-come-first-serve basis and is not guaranteed. You MUST inform us if you need drop-off care before you drop your child off on an unscheduled day. This ensures that we have space for your child and are maintaining appropriate ratios at all times. We recommend that you notify us as soon as you know because certain days and weeks do fill up fast.

LATE ARRIVAL

If your child arrives at Take-A-Break after their class has left on a planned field trip away from the center, we may provide you with a couple of options. Your child may stay with a different

class until their assigned class has returned only if we can accommodate their needs and maintain proper ratios. You may also choose to drop your child off at the field trip location. If we have inadequate space for your child in a different classroom, you will have to make other arrangements for the care of your child for that day.

Termination of Care Policy

Our Promise

Your child's safety and happiness come first. Ending care is always our last choice. This policy explains when and how care may end. You receive a copy when you enroll, and we review it every year.

How We Help First

We build warm, caring relationships with children and families and keep a kind, respectful classroom. We teach positive behavior, getting along with friends, and healthy social-emotional skills in gentle ways suited to each child's age and development. Children who need extra help get an individual plan, made with our team and the family, to reduce challenging behavior and prevent suspension or expulsion. If there is a behavior, bullying, or safety concern, we will:

1. Write down what is happening and every step we take to understand and help your child.
2. Talk with you.
3. Make a positive behavior support or safety plan together.
4. Consult an Early Childhood Mental Health Consultant or other specialists as needed, refer you to specialists who can help (mental health, behavior, learning, or social-emotional) and offer parenting classes from the Child Welfare League of America.
5. Meet again to check progress.
6. Give you written notice if things are not improving.

The Director makes all decisions about suspension, expulsion, or asking a family to withdraw, based on the steps above and our written records.

If our center cannot meet your child's or your family's needs, we will end care.

Bully Policy

Bullying of any kind is not allowed, by children or by parents. A parent who bullies, or the parent of a child who bullies, must sign our Anti-Bully Policy. With children, we handle bullying through the gentle, age-appropriate steps in How We Help First. Continued bullying may end care. Bullying includes:

- Leaving someone out on purpose, or threatening not to be their friend
- Gossip and rumors
- The silent treatment
- Mean looks, staring, or rude noises
- Teasing, name-calling, or mean sarcasm ("Can't you take a joke?" "Just kidding!")
- Hurtful notes or messages, even ones ending in "JK" or "LOL"
- Mocking or making fun of someone
- Scaring someone to get your way
- Getting others to be unkind to someone

Giving Notice

- **If you leave us:** please give 2 weeks' written notice. Tuition is due for those 2 weeks.

- **If we end care:** we give 2 weeks' written notice, except in the cases below.
- We may also end care with notice for unpaid tuition, repeated late pick-ups, missing records, or not following our policies.

When Care Ends Right Away

We may end care **immediately, without notice**, if:

- A parent or other adult is aggressive, threatening, or disrespectful to our staff, children, or families.
- Your child's needs are greater than our staff are trained or able to meet.
- Your child needs a medical procedure or special care that our staff are not trained, licensed, or comfortable to perform safely, or a request for extra care goes beyond what our staff can safely provide while caring for the whole group. We will first talk with you and your child's doctor about training or other options.
- A family's demands put their child ahead of the other children, forcing staff to choose who gets care.
- Anything puts our staff, children, families, or center at risk.
- A child seriously or repeatedly hurts others.
- Weapons, drugs, or alcohol are brought to the center, or an adult arrives impaired.
- A parent is dishonest, such as giving false information on records or hiding health, custody, or safety information we need to care for your child.

You will be asked to pick up your child right away. We will give you the reason in writing within 2 business days and refund any unused prepaid tuition. We keep a written record of what happened, and the steps taken.

When the concern is about a child's behavior or needs, we end care right away only when there is a real safety risk, and we follow the steps in How We Help First whenever it is safe to do so. If the concern is related to a disability, we look at reasonable accommodations first. For UPK children, the UPK rules below also apply.

Good to Know

- **UPK:** During Universal Preschool hours, a child may be suspended or expelled for behavior only if the child has a weapon or drugs, or endangers the health or safety of others, and removing the child is the only way to keep everyone safe. We look at each child's situation, document the help we tried first, keep suspensions to 3 days or less, and offer access to an Early Childhood Mental Health Consultant. Asking you to pick up your child early for behavior counts as a suspension. This law does not limit ending care for reasons unrelated to your child's behavior, such as an adult's aggressive behavior, unpaid tuition, or dishonesty.
- **CCCAP:** We notify the county when care ends.
- **Health conditions:** Children with health conditions must have a written care plan from their doctor. Active play includes minor bumps and bruises, and while we supervise carefully, we cannot promise a child will never be bruised.
- **Equal opportunity:** Every child has an equal opportunity to enroll. We never discriminate based on race, ethnicity, religion, sexual orientation, gender identity, housing

status, income, disability, or any other protected status. If a concern is related to a disability, we will look at reasonable accommodations first.

- **Your voice matters:** We will never end care because you asked a question or made a report to licensing.

SIGN IN/SIGN OUT

Parents are responsible for signing their children in and out of the Center on the computer every day. It is vital for you to check-in and out... not just because it is required by state licensing, but because we use it to determine where and how many children are on the property at all times. If the computer is down, malfunctioning, or you cannot get your code to work you must notify the office staff so we can manually check-in your child. Parents must also take their child to a teacher, talk with the teacher, and have the child checked in on the teachers check in/out sheet.

CCAP parents **MUST** sign in and out on the center and CCAP computers every day.

Parents of school aged or any child that is transported anywhere families must verify weekly that their school aged child has been checked in at pick up and drop off times. You can verify through ProCare. Please let us know of any discrepancies.

VISITORS POLICY

All visitors must check in and out at the main office. Visitors must be accompanied by a staff member anytime they are on the premises. The Center will require a picture I.D. from someone other than the parent. Substitute teachers may request a picture ID from parents they do not know. If no one is in the office, a doorbell to the left of the locking door may be used to meet with a staff member.

ADVERSITY AND TRAUMA

We have resources and referrals available for families that are experiencing trauma or adversity. Please set up a meeting with office staff for guidance.

VOLUNTEERS & SPECIALTY PROGRAMS

Regular volunteers are required to fill out a hiring packet, be fingerprinted, and receive training in the rooms they volunteer in. Occasionally specialty programs (library readers) will bring certified staff in to offer reading and other activities to the children. All volunteer's or specialty programs will be under the direct supervision of qualified staff. No volunteer or specialty program will be alone with the children. Some specialties (music, dance, soccer) are offered at TAB by outside sources as a convenience to parents. Payment for such programs are due directly to the company administering the program.

CLOSING PROCEDURES/LATE PICK-UP

Closing staff will begin the evening cleaning routine, begin checking every classroom and classroom roster to ensure that all children have been picked up. Staff will sweep the building

and outdoor play area before locking the doors to ensure that there are no children unaccounted for. If a child has not been pick up as of closing time, that child will continue to be cared for by a qualified staff member while the parents are being contacted. If you are going to be late for pick up due to traffic or otherwise, you are expected to call the center as soon as possible.

For each minute a child remains in our care after closing, you will be charged a fee of \$1.00 per minute. This fee is to be paid, upon pick up, to the teacher that has stayed late.

If a parent/guardian cannot be contacted, the emergency contacts listed on the child's file will be contacted. If a child remains in our care for more than an hour after closing and we have been unsuccessful in contacting a parent, legal guardian, or emergency contact person we will then notify local child protective services and/or law enforcement.

AUTHORIZED PICK UP/RELEASING CHILDREN

For each child enrolled, Take A Break requires written authorization from a parent or legal guardian regarding persons who each child may be released to. Parents must notify the Center in advance if someone other than the parent is picking up your child. No child will be released if there was no advance notice given.

Any person picking up a child may be asked to verify their identity using a valid picture ID to ensure they are in fact authorized to pick up said child. TAB will NOT release a child to anyone who we have not received consent to do so. If an individual tries to gain access to a child they do not have consent to pick up, we will contact the police.

Children will not be released to any person under the age of 18 or who is under the influence of drugs, marijuana, and/or alcohol.

SECURITY DOORS AND CAMERAS

The coded doors and cameras are designed to aid in keeping the children safe. Please do not give you code to visitors or to your children. Parents need to escort their children to the teachers, and visitors need to gain entrance by authorized personnel.

The coded doors are to be closed and locked during operating hours. At times, the doors will be propped open to allow the teachers to move their classes through the hall, or in order to transport supplies through, or if the lock is malfunctioning. If the doors are open, our teachers are the first line of defense for the children. If they don't know the parents or the authorized pick-up person, they will ask for a picture ID; otherwise, they will not let the children go.

Take A Break has security cameras inside and outside of the building. The use of security cameras is to ensure the integrity and provide peace of mind for all childcare participants. The owner and Directors are the only personnel that have access to viewing any camera footage.

TRANSITIONS TO NEW CLASSROOMS

As your child rapidly develops new skills, they will be transferring to new rooms where we can continue to foster the growth and development of your child. When your child is ready to advance to the next classroom, we will notify the family and also provide the family with a transition sheet. This transition sheets provides parents and families with valuable information regarding the new classroom. Your child will also have the opportunity to visit the new room at

different times during the day a few days before the move. This gives your child the chance to begin forming an attachment with the teachers and children in the new room, as well as begin to get to know the new routine.

PRIMARY CARE PRACTICES/CONTINUITY OF CARE

At Take a Break we pride ourselves on providing the highest quality, and consistent care possible. We ensure that each classroom has a primary teacher scheduled daily. Because our teachers primarily work four, ten-hour days it will generally be the same teacher your child is with for the majority of the day. We strive to staff the same teacher to give primary teachers their day off, keeping the room and routine as consistent as possible.

Continuity of care is extremely important for children to feel safe and secure in a new learning environment. When children are transitioned to a new room, we provide as much support to the child as possible. They will be given transition time, as well as having a familiar caregiver doing transition time in the new room as well. This is extremely beneficial as it assists the child will building an attachment with a new caregiver, new friends, and the new environment. It is also fundamental for essential information regarding the individual child's needs and development.

HOLIDAYS

Take A Break will be closed in observance of major holidays. These are paid holidays; therefore, you will be charged for these days if they fall on one of your normally scheduled days. We are closed for the following holidays:

- Memorial Day
- Independence Day
- Thanksgiving Day and Black Friday
- Christmas Day
- New Years Day

The center will also remain closed the week between Christmas Day and New Years Day; however, you will only be charged for the two holidays (you will not be charged for any other days during this week).

If a holiday falls on a weekend, we will close either Friday or Monday, reflecting the national business policy.

SECOND AND THIRD HAND SMOKE

Secondhand smoke exposure occurs when people breathe in smoke breathed out by people who smoke or from burning tobacco products.

Thirdhand smoke is the chemical residue that is left behind on clothes, skin, furniture, walls, and other surfaces after someone smokes. Thirdhand smoke is also known as "tobacco smoke residue" or "stale tobacco smoke". The mixture of pollutants in thirdhand smoke is toxic to humans, especially children.

We at Take a Break do not permit anyone smoking within 100 feet of our building. We also ask that people do not enter the building that have a strong odor of smoke on your clothing. It is not good for the children or staff in the building. We request that you not smoke in the car with your child present.



FOOD, SPECIAL TREATS

Infants: Parents must supply breast milk, formula, and boxed/jar baby food until our normal snack and lunch menu can accommodate your child. We will then supply a morning snack, lunch, and afternoon snack served with whole milk. We like the children to try new foods at home (in case of an allergic reaction). We do not serve eggs, nuts, and strawberries because they tend to be common allergens.



Toddlers/Preschool: We do provide an A.M. snack, a P.M. snack, and a full lunch daily. Whole milk is served with the morning snack and also with lunch. We celebrate every child's birthday and they really enjoy the special recognition. Children may bring in a special treat to share. Children are not allowed to bring any candy (unless there is enough for everyone) or gum into the Center. If your child enjoys gum on the way to the Center, please make sure they spit it out (in the trash can) before you leave your child for the day. Preschool parents will be asked to provide a sack lunch for field trip days when the trip runs over the lunch hour.

This is a nut free center. If your child has special dietary needs, you are required to notify the office and staff. If your child is dairy free or your family prefers a different variety of milk, we ask that you provide this. If we are unable to accommodate any special dietary needs, you will be asked to provide snacks and lunch for your child.

Youth: We provide a morning and afternoon snack. You will be responsible for providing a sack lunch and drink for your child.

The Health Department requires that all shared foods or special treats that are brought in have ingredients present on the label, be store bought and prepackaged, and unopened.

POSITIVE GUIDANCE/DISCIPLINE

Positive guidance focuses on building up a child's self-control, rather than solely focusing on a negative behavioral outcome. We must realize it is not our jobs (parents and teachers) to eliminate conflict, disappointment, and frustration from the lives of our children, but rather teach them how to appropriately deal with situations and emotions. It is our responsibility to help children make better choices in the future by helping them build self-control and pro-social behaviors. Positive guidance focuses more on building the child's self-control rather than maintaining control of the child and their behavior.

At Take A Break we use a Positive Guidance Behavioral Log. This ensures that staff and families are focusing on positive behavior. Obviously, it is important to recognize negative/unacceptable behavior, however negative behavior should be a time of teaching instead of a time to punish. Our staff use these opportunities to help the child navigate emotions, work on negotiation skills, and develop empathy.

Our staff is continually trying to strengthen their relationship with the children. They will look for any underlying issues that may be leading to a behavioral concern. For many children, behavioral concerns can be linked to environmental issues, over stimulation, hunger, or excessive stress. We will communicate regarding our observations and work together with families to create an action plan for assisting the child.

If an action plan is ineffective and we are unable to meet your child's needs, we may choose to refer you and your family to an Early Childhood Mental Health Specialist.

CONFERENCES

Conferences are held twice a year (Fall and Spring) for children starting in our Early Preschool Room (Cedars). Conferences are an opportunity to discuss your child's growth and development in all domains. Your child's teacher will complete a full evaluation to assess academic, physical, social, and emotional progress. Conferences are also a great time for discussing any concerns and creating an action plan. Conferences are not required, but parents are encouraged to sign up.

COMMUNICATION/FAMILY EVENTS/FAMILY SUPPORT/SURVEY

We do all we can to get clear communication out to parents. We use email, text messaging, the ProCare App., notes on the entry doors, flyers, and posters to communicate all upcoming events.

We offer many opportunities for families to get together with each other and staff. Invitations are open to all in attendance along with grandparents and siblings. Everyone is welcome to participate in our "end of the summer" BBQ, preschool and kindergarten graduations, parenting classes, and celebrations for special days and holidays.

We also have a resource table and community board in the main hallway available for all in need of additional support from our community, parenting help, mental health, and developmental tools. Along with a lending library parents can borrow from. Parent surveys and quality improvement plan will be sent out annually. The results will be shared in the parent binder.



CLOTHING AND SUPPLIES

Parents/families are responsible for bringing in everything your child needs to be successful throughout the day. Every child that is enrolled will have their own individual cubby where they can store their personal belongings. If your child is still in diapers, they will also be given a

diaper cubby. We ask that your child's personal belongings fit in their cubby and are labeled with their name whenever possible.

Every child should always have a complete change of seasonal clothes in their cubby! Your child is allowed to bring a comfort item to school with them (favorite or special stuffed animal, pillow or blanket). Toys can be distracting and may cause tension amongst friends. We recommend that toys are left in the car or at home. Remember to check your child's cubby and/or art file every day.

Lost and found items will be stored in the hallway, indicated by a "Lost and Found" sign. When item go unclaimed for an extended period of time, parents will be notified that these items will be donated. **Take A Break is not responsible for lost items.**

The following are clothing and supplies specifically for infants and toddlers:

- Diapers
- A minimum of 3 changes of clothes
- A minimum of 5 bottles
- If baby is nursing, breast milk frozen in bags
- If baby is formula fed, formula
- "Dirty" bottle bag for the storage of used bottles
- Cereal and baby food when baby starts eating solids
- Preferred pacifier
- Diaper cream if needed
- Any security items (blanket, animals, etc)
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INFANT BOTTLES

We are not permitted to wash/sanitize bottles in the classroom. Parents will need to provide enough clean bottles to last their child through the day (we recommend a minimum of 5 bottles to start). Your child's teachers will let you know if you should increase or decrease the number of clean bottles you need to bring each day for your child. We also asked that you provide a tote/bag for dirty bottles to be placed in after they are used. After each bottle is used, the staff will rinse the bottle and place it in your child's "dirty bottle bag". At the end of the day parents will take the bottles home to be washed and sanitized. Any bottle that is not finished within an hour will be discarded. We are unable to save bottles in the refrigerator.



DIAPERS AND TOILET TRAINING

Diapers and wipes are supplied by parents and are stored in your child's diaper cubby. Your child's teacher will send a notice when running low on diapers and wipes. We follow the Health Department guidelines for diaper changing.

The Willow and Aspen rooms are the only rooms that provide wipes. The Willow and Aspen staff make homemade wipes daily. The wipes are made with Bounty paper towels, boiling water, baby oil, and baby wash.

Children may begin potty training in the Cedars room. Legally, we cannot begin potty training until a child is 24 months old. When your child begins showing an interest in potty training and you're ready to start the process, the staff will be glad to work with you. We ask that you bring in thick cloth underwear (**not pull-ups**), as children seem to have better success in these. During this transition time, it's essential that you bring in a generous amount of underwear and pants because accidents do happen. Your child should wear pants that are easy to pull up and down quickly. We provide a potty training handout with potty training tips to help with the process.

All children are different in their response to toilet training. Positive reinforcement and patience are essential during this time. Please talk with the Director for potty training tips and handouts. **A child that still has accidents past five years of age may have a medical problem.**



WEATHER, SUNSCREEN

All children are permitted outside play time when weather permits. On hot days please make sure your children have had the first application of sunscreen for the day. On extremely hot or cold days we limit our outside play. On cold days, please make sure your children are dressed appropriately. Sun protection is very important. We provide sunscreen for the children prior to outdoor play. Please provide a sun hat and sunglasses labeled with your child's name. If you have any questions regarding sun safety please talk with a staff member.

Infant/Toddlers: During nice weather, we try to take the children on walks and outdoor play as often as possible. Sun hats, sun glasses, long sleeved, and light weight clothing are suggested.

WEATHER POLICY

We will follow the posted Child Care Weather Watch and Air Quality Guidance for Schools posters. We will have a copy available in every room. The children will not be outside if it is red in any category.

The Center will close during inclement weather on any day where there will be less than 10% attendance. Generally, this only happens due to extreme weather conditions causing roads and major business closures. Parents and families will be notified via email and ProCare of any closures. These are still considered paid days.

QUALITY IMPROVEMENT

We send out a questionnaire annually to see how we can improve on our care. We also have a "Quality Improvement" binder on the front hall table you can review.



TRANSPORTATION

We transport children to and from specific Lafayette and Erie schools per parent request for a fee. We use vans and car seats for pick up/drop off and follow Colorado transportation requirements. Children may sit in any seat unless they are having self-control problems. If this is an issue we will assign seating to them. Children shall be supervised at all times. All emergencies will be called into the office and proper authorities. Emergency road procedures will be followed. If an issue occurs, we will pull into a safe area and wait for assistance.

If your child participates in an after-school club/activity, it is your responsibility to arrange alternative transportation. Children attending Lafayette Elementary may participate in after-school clubs/activities and walk over to our center if we have a signed permission form stating days and times of the club and also specifies how the child will return to Take A Break.

All children must have a current sign in and sign out sheet for any type of off property activity including walks, school pick up and drop off's, and any field trip.

FIELD TRIPS (children three years old and up and fully potty trained)

It is our philosophy that children need a variety of experiences in the world around them. The children enjoy field trips. We try to schedule age-appropriate field trips to parks, swimming pools, museums, etc., especially in the summer. Please take this into consideration when enrolling your child. Some parents prefer a program that does not take children off premises. We will inform you in advance of field trips. A permission form is included in your enrollment papers and must be signed by parents.

We usually transport children 3 and over on our commercial school bus. If we transport in the school van or private vehicles, children under age eight will be buckled into age and size-appropriate car/booster seats. Parents need to pack a lunch when their children are scheduled for a full-day field trip. All field trips will be posted in the parent newsletter, on the doors, and on the field trip calendars. Whenever the children are off the premises, their whereabouts will be posted on the doors. Because field trips are advertised and paid for in advance, you must call if your child will not be able to attend. Children that arrive late will miss that day's activities and payment is still required. Parents will need to keep their child until we return or they may meet us at the field trip site. Field trips may be canceled due to weather or unexpected circumstances. Official roll sheets will remain at the center on field trips, and all staff members will have lists of the children who are on the field trip.

FIELD TRIPS FOR INFANTS & TODDLERS

Even the babies enjoy a stroller trip, and are often taken off the premises for walks. Therefore, parents of infant's sign field trip permission, as well.

SUMMER ENROLLMENT FORMS

If you are not doing any enrollment changes for the summertime you do not need to turn in any change forms. However, if you are making summer changes you will need to fill out a summer enrollment form. Public school teachers that will be taking the summer off will need to reserve one day a week to hold your space for the fall school year. Anyone making changes **MUST** put a start and return date. If you are disenrolling for a relocation, or school change we need a two weeks' notice form. We do not allow families to take a month or two off without reserving at least one day a week to save your spot for your return.

TV AND VIDEO VIEWING

On special occasions TV and videos may be chosen by the center staff for the children to view. Notices will be posted on the doors and/or field trip calendars prior to viewing. If you do not wish for your child to watch a specific video, please communicate this to the Take A Break staff.

YOUTH GAME SYSTEMS

In rooms that cater youth children, game systems will be made available with age appropriate software. The children are limited to 15 minutes at a time and up to a total of 45 minutes per day. There is **NO** internet access for children at the center.

SEPARATION

The transition into a new environment can be difficult for some children. Separation anxiety can be quite common for young children and can create stress for the parents. If your child is experiencing problems with separation, it is always helpful to establish a routine. Talk to your child about what they can expect to happen every day. Sneaking out tends to create more anxiety; always say goodbye to your child and let them know you are leaving and when you will return. Make your goodbye routine brief and no longer than necessary. It is also a good idea to provide your child with a special item (like a blanket or stuffed animal) that can provide comfort to your child throughout the day. We also may suggest that you bring in a family picture that your child can look out during the day.

Remember that most children recover quickly once the parent is out of sight. If there are any prolonged separation problems, the teachers will contact you to discuss different methods.



SUPERVISION/WHERE CHILDREN ARE AT ALL TIMES

All Children will be under direct supervision at all times. Each classroom will have a qualified ECT teacher, and all ratios will be adhered to at all times. Teachers will verify attendance on a constant basis, comparing the roll sheets with a physical count of the children. Teachers will perform a name to face count after each major transition. Roll sheets will **ALWAYS** be with the teachers and kept up to date.

The Directors/teachers will ensure that parents are checking their child in on the computer upon

arrival and checking their child out upon leaving. The Directors/teachers will also make periodic head counts throughout the day to ensure that the physical number of children present matches the children checked it.

LOST CHILD

Take a Break staff will respond to all emergency situations promptly and per our Emergency Operation Plan and Building Safety Policies. If a child gets lost while in our care we will immediately contact the proper authorities. The Director and other staff in the building will be notified, and we will immediately contact the parent/guardian.

SAFE SLEEP PRACTICES

At Take A Break, we adhere to the state of Colorado's Office of Early Education Safe Sleep Practices. Infants will be placed in a crib to sleep and placed on their backs. If an infant falls asleep in a piece of equipment that is not approved for sleep (swing, bouncer, car seat, etc), they will be removed immediately and moved to a crib and placed on their back to sleep. Pacifiers will be offered to every infant over one month of age for every nap, but if the infant refuses the pacifier it will not be forced. Any soft bedding and blankets that may pose a suffocation hazard are not permitted in the crib. Staff will check on sleeping infants every 5 minutes.

Swaddling of infants will only be allowed with a physician's order.

We must have a physician's order for an alternate sleep position or to use equipment that is not approved for sleep (swing, bouncer, car seat, etc).

For the complete Safe Sleep Policy, please inquire at the office.

HEALTH APPRAISAL/IMMUNIZATIONS

To participate in the Take A Break program, your child should be in good health. You must provide up-to-date physical and vaccination records for your child upon enrollment and then as specified by your physician annually. You must provide the Center with documentation of annual physicals and vaccinations.

State law requires we have up-to-date physical information for infants at 2 months, 4 months, 6 months, 12 months, 18 months, and 2 years. Physicals should be updated every year thereafter and every two years after your child turns 5.

We recommend that all children in our care be immunized, however, if you have a specific medical or religious reason for not having your child immunized, we must have signed exemption documentation for each missing vaccination. A notice will be posted at the entrance to any room where an unvaccinated child attends.

If you need assistance with finding a primary care physician, applying for medical insurance, or acquiring medical services please refer to our Parent Resource Library. The Parent Resource Library is located in the front entry way, adjacent to the office. If you need support with additional resources, please notify the program's Assistant Director or Director.



ILLNESS

State regulations require that we evaluate the child's health status at drop-off time. The Center cannot accept sick children. Every child's health is important to us. We take several precautions to prevent the spread of germs and need your help. Please understand that bringing a sick child in for care can spread illnesses through our environment rapidly. Please inform the Center staff if your child is experiencing any illness, emotional upset or loss of sleep.

Many times the children will tell us they were sick the night before. In these instances we will call you to clarify. If your child was sick the night before you still must keep them home the next day. The State Department of Social Services requires that all children remain at home for 24 hours AFTER symptoms subside or an antibiotic has been prescribed.

Every child must stay home under the following circumstances: fever of 100.4 or higher, green runny nose (clear drainage is ok), eye infection, deep cough, undiagnosed rash, diarrhea, indication of ear infection, signs of strep, vomiting, yellow discharge from eyes, sore throat lasting more than 48 hours, severe coughing, any contagious disease or any undiagnosed illness. Should any of these symptoms appear during the time your child is in the Center, the child will be isolated, and parents will be called in to pick up the child immediately.

Lice Policy

If your child is found to have live lice, you will be contacted for immediate pick-up. Your child may return to care once treatment has been completed, including the removal of all nits from the hair.

Treatment tips:

- Hair longer than shoulder length may require two bottles of treatment.
- Check behind the ears and at the nape of neck for lice and nits.
- Check all household members every 2–3 days for 2–3 weeks following an infestation.
- Treat anyone with live lice or nits within ¼ inch of the scalp

If your child experiences a repeat infestation, please consult your doctor, pharmacist, or local health department. We are happy to provide guidance on treating items in your home and car.

Thank you for helping us keep all children healthy and safe.

MEDICATION

Take A Break employees may ONLY administer medication to your child when given written permission by a physician (this includes Tylenol, Ibuprofen, inhalers, eye drops, lotion, etc.).

Medication administration notes must be updated annually by a physician.

All medications that are needed must be brought into the OFFICE. The office staff MUST fill out a Medication checklist. The medication may then be taken back to the child's room for a trained teacher to give. Medications must be in their original containers, labeled with the child's first and last name. Medications are to be stored in a locked medical cabinet, out of reach of children at all times. Medications that need to be refrigerated must be stored in the locked refrigerator medication box.

A qualified staff member, trained in Medication Administration will administer the medication and complete the Centers medication log. You will receive this medication log when we have completed administering the medication. If a mistake is made while administering the medication, you will receive a medication incident report.

Take A Break is not responsible for disposing of old medications. Parents will be asked to take the medication for disposal.

EMERGENCIES

Take a Break staff will respond to all emergency situations promptly and per our Emergency Operation Plan and Building Safety Policies. This plan outlines the responsibilities and duties of Take A Break and its employees during an emergency situation. The staff and children participate in emergency drills regularly to ensure that all staff and children are familiar with the emergency procedures (you may request our drill logs in the office). Our drills include shelter in place, evacuation, and flood procedures. You may request a complete copy of our Emergency Operation Plan and Building Safety Policies in the front office.

Parents will be alerted of any emergency situations promptly.

ACCIDENTS, INJURIES, AND MEDICAL REQUIREMENTS

Minor injuries are an inevitable part of children playing. Take A Break will do their best to minimize injuries. In the event of a serious injury, we will notify parents immediately and call for emergency services if necessary. All teachers are certified in first aid and CPR. Teachers will be the first responders in the case of an injury.

Teachers will complete an incident report for ALL accidents and injuries, regardless of the severity. When medical treatment is required for an injury, the family's medical insurance will be billed. Take A Break will file an accident report with licensing and our insurance carrier if necessary.

MISCELLANEOUS

We encourage parents not to swear around their children. We do not permit children to swear or use the Lord's name in vain. Please help us to enforce this rule.

Parents are welcome to drop in any time; however, if there is a separation issue, it is wise to wait until it is resolved. We do have an open-door policy and parents are welcome to come in and give us a hand!

Take-A-Break qualified substitutes will be in charge of the Center programs when teachers are

not available due to illness, vacations, or field trips.

Children may not bring money to the center.

PROBLEM RESOLUTION

If a parent has any concerns with any aspect of the care provided by TAB, please contact us immediately for prompt resolution or correction. We can't solve problems we are unaware of. We are very open to ideas and suggestions that will help us provide the best care we can.

ABUSE REPORTING

If child abuse is suspected within our program, please contact our local Child Protective Services Department.

Boulder County Child Protection 3482 Broadway, Boulder CO. 80304 303.441.4964

OR contact the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-Kids
(1-844-264-5437)

FILING A COMPLAINT

If the owner or office staff are unable to resolve an issue you can file a complaint regarding concerns you may have with our facility or the services we offer, you may contact:

The Colorado Department of Human Services, Division of Child Care
1575 Sherman St. Denver, CO. 80203 303.866.5948

WE LOOK FORWARD TO SERVING YOUR FAMILY

DEPARTMENT OF HUMAN SERVICES
MANDATORY NOTICE

Dear Parent,

Your child has recently enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of sexual or physical abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

Boulder County Department of Social Services
3400 Broadway
Boulder, Co 80304
303-441-1000

Colorado requires that childcare providers report all known or suspected cases of abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, and social development will be nurtured in a well-planned and well-run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a childcare facility, please contact:

The Colorado Division of Childcare
1575 Sherman Street, First floor
Denver, Colorado 80203
303-866-5958

SCHOOL CALENDAR

January- Paid holiday

CLOSED New Year's Day.....Happy New Year!!!!!!

February

Valentines Day Party.....February 14

March

St. Patrick's Day Party.....March 17

April

Spring Celebration
Parent/Teacher Conferences

May- Paid holiday

CLOSED Memorial Day.....Official Holiday Monday

June

Summer Programs Begin

July- Paid holiday

CLOSED Independence Day.....July 4

August

Summer programs continue.
Back to School preparation begins.

September- Paid holiday

CLOSED Labor Day.....Official Holiday Monday
Back to School Night

October

Halloween Party.....October 31
Parent/Teacher Conferences

November- Paid holidays

CLOSED Thanksgiving Day.....4th Thursday of Nov
and the Friday following Thanksgiving.

December- Christmas day is a paid holiday

Christmas Party
CLOSED Christmas Break.....December 25-Jan 1

NOTE: Please read your monthly newsletter for all definite dates of upcoming events.

Parent Signature

I have received and read this policy, had the chance to ask questions, and agree to follow and accept its conditions. I understand Take-A-Break may end care right away for the reasons listed above, and that a child or parent who bullies must sign the Anti-Bully Policy.

Child's name: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Director signature: _____ Date: _____