



Child Development Center

Parent Handbook



Dear Parents/Guardians,

Welcome to the Arapahoe Community College Child Development Center! The Center provides high quality, early learning experiences in a warm and caring environment. The Child Development Center strives to meet the social, emotional, physical, nutritional and educational needs of your child in a stimulating and developmentally appropriate setting.

We believe children learn through play with hands-on experiences. We also believe children learn by using their senses to actively explore and investigate their environment. Each classroom is set up for children's active investigation.

The Center's curriculum, the Creative Curriculum, encourages child-initiated, hands-on learning activities that stress problem solving, experimentation, and positive interactions. Learning objectives are aligned with the State of Colorado Preschool Academic Standards and are assessed using the Teaching Strategies Gold Preschool Assessment System. Daily opportunities will be provided for the children to gain concrete experiences leading to self-knowledge, self-respect and a sense of independence. A rich and varied environment provides numerous opportunities for classification, sorting, counting, writing, language development and socialization. Art media will be provided in a variety of ways to express and promote their creativity.

The Center is staffed with educators who are knowledgeable and committed to maintaining Best Practices as defined by the Colorado Department of Education Quality Standards, the National Association for the Education of Young Children (NAEYC) accreditation criteria, and the Early Childhood Environmental Rating Scale.

Parents are valued both as a resource to the Center and to provide insight to their child's developmental needs. The necessary partnership between home and school is valued by all.

This handbook outlines the Child Development Center's policies, procedures and educational program. Please read the information carefully to ensure you thoroughly understand our educational program and child care services. Please talk with the Director if you have questions.

Thank you for choosing the Arapahoe Community College Child Development Center to meet your child care needs and provide for the educational development of your child.

Sincerely,

The Child Development Center Staff

Table of Contents	Page
Numbers	
Purpose and Philosophy	3
Licensing and Accreditation	3
Organizational Structure	4
Hours and Days of Operation	4
Enrollment Procedures	5
Integrated Classrooms	5
Financial Arrangements and Account Agreements	6, 7, 8
Add/Drop Policy	9
Guidance Policy	9, 10
Reasons for Dismissal	10
Arrival, Departure, and Late Pick-up	10, 11
Absences	12
Extra Hours	12
Inclement Weather Closures	12
Staff	12
Visitors Policy	13
Assessments and Parent Conferences	13
Parent Involvement	13, 14
Photo/Video Release and ACC Class Projects	14
Clothing and Belongings	14
Toys and Money from Home	14, 15
Birthdays/Celebrations	15
Video Viewing	15
Preschool Program:	
Goal	15
The Creative Curriculum for Preschool	15, 16
Objectives	
Daily Program:	
The Classrooms	16
Learning Centers	16, 17
Sample Daily Schedule	17
Outdoor Activities	18
Diapering and Toilet Training	18
Rest or Quiet Time	18
Field Trips and Short Excursions	18, 19
Transportation	19
Discipline Policy	19
Steps for Addressing Challenging Behaviors	19, 20
Food Program	20, 21
Allergy Policy- "Nut Conscious" "No Pets"	21
Health and Safety	22
Supervision and Facility Safety	22
Health/Physical Form	22
Chronic Health Problems and Allergies	22
Illness Policy and Symptoms Guidelines	23, 24
Medication	24
Cleanliness	25
Emergency Procedures	25
Accident/Illness	25
Lock Down Policy	26
Missing Child Policy	26
Fire, Tornado, and Emergency Evacuation	26
Reporting Child Abuse and Neglect	26
Biting Policy	27
Policy Changes and Current Information	28

Purpose

Arapahoe Community College (ACC) Child Development Center (CDC) is a preschool and child care center that offers an affordable, safe, and stimulating environment to children of ACC students, staff and faculty, and families in the community. The CDC also serves as a model center to provide ACC Early Childhood Education students and the greater community an opportunity to observe and participate in developmentally appropriate learning experiences designed to meet the children's needs. The Center is also utilized as an observation site/practice site for students enrolled in ACC programs.

Philosophy

The Child Development Center accepts that children are at different developmental stages and respects each child's unique talents, needs, capabilities and characteristics in an inclusive environment. The Center's program is developmentally based to encourage children to learn using their individual interests and abilities. We believe young children learn through doing self-initiated activities in an environment that offers a wide variety of experiences that stimulate exploring, discovering, manipulation, transformation, comparison, selection, and investigation. Role playing, pretending, social interaction and imitation allows children to act out what they have experienced and begin to fit this information into a framework of reality.

Language plays a major role in our program, helping the child to talk about experiences, describe objects, communicate feelings, brainstorm ideas, define concepts, and make up stories. The child's answer to questions tells the staff how the child is interpreting information and what needs to be provided to support learning and development. Open-ended and "what if" questions encourage problem solving and investigation.

Art experiences enable children to make symbols and representations of their experiences, ideas, concepts, and feelings. Creativity and individual expression are valued by the Center.

We proactively teach social emotional skills. Consistent limits, focusing on the "positive," modeling desired behaviors, and redirection of challenging behavior all help to ensure a safe, happy setting for all children and teachers.

The teaching staff at the Child Development Center is dedicated to supporting and facilitating the growth and development of your child. We view the teachers as guides or facilitators, who prepare the environment with stimulating and challenging materials and activities designed for the whole child. Through assessments and parent teacher conferences, teachers can tailor learning experiences to best meet the needs of your child.

Licensing and Accreditation

The Arapahoe Community College Child Development Center is licensed by the Colorado Department of Human Services. Our license is posted by the Director's office. The Center is also inspected by the Department of Health and Littleton Fire Department to ensure a safe, clean and healthy setting for your child. The Center exceeds the minimum standards these agencies require for staffing ratios, health, safety, nutrition, space, facilities, and staff training via our National Association for the Education of Young Children (NAEYC) Accreditation.

What is accreditation: Early childhood programs accredited by the National Association for the Education of Young Children have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Academy's Criteria

for High Quality Early Childhood Programs, and been found to be in substantial compliance with the Criteria. A copy of the Criteria can be obtained at <http://www.naeyc.org>.

The Center is licensed for children, ages 18 months - 8 years of age (school-age may be available during summer months). The Arapahoe Community College Child Development Center accepts children 18 months of age in or out of diapers. See Diapering/Toilet Training for more information.

Non Discrimination Statement

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities

The College has designated Angela Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Angela Williams, Human Resources Director, at 5900 South Santa Fe Drive, Littleton, CO 80120, telephone 303.797.5715.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone 303.844.3417 to file a complaint.

Accommodation Requests

If your child is in need of an accommodation, please contact Pam Didusch, the Director of the Child Development Center, at (303) 797-5678. The college will follow its process in accordance with the Americans with Disabilities and Section 504 of the Rehabilitation Act.

You may also contact the US Department of Justice, 950 Pennsylvania Ave, NW, Civil Rights Division, Disabilities Rights Section 1425 NYAV, Washington, D.C. 20530, fax: (202) 307-1197 or to file a complaint online at www.ada.gov/complaint/. If you have questions about filing an ADA complaint, please call the ADA Information Line: 800-514-0301 (voice) or 800-514-0383 (TTY).

Organizational Structure

The Child Development Center is a student service and is under the supervision of the Operations Department of Arapahoe Community College. The Center can accept tax-exempt donations through the ACC Foundation.

Any complaints or grievances about the Center should be taken to the Director of the Center. If a resolution cannot be reached, it may be taken to Cindy Somers, VP of Administrative Services 303-797-5972. Complaints may also be made to:

Colorado Department of Human Services
Division of Child Care
1575 Sherman Street
Denver, CO 80203

Or Call: 303-866-3755 or 1-800-799-5876

Hours and Days of Operation

The Center operates 7:30 a.m. to 5:30 p.m., Monday through Friday throughout the year. All hours of operation are subject to enrollment numbers and hours may be reduced if enrollment numbers are insufficient to cover operating costs.

The Center is **closed** the following holidays: (See Calendar for the full list of closures)

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Holiday and the following Friday
- Winter Break (Christmas Day through January 2nd)
- Any other day designated by the college such as severe weather or emergency closures
- Additional closures for Staff Professional Development (please see full calendar)

Enrollment Procedures

The Arapahoe Community College Child Development Center accepts children of students, faculty, staff and community who are 18 months through 8 years of age (school age during summer only). Child care services are available to all regardless of race, color, sex, nationality, or religious beliefs.

Child care services are arranged each semester on a first-come, first-serve basis, with priority given to those currently enrolled. ACC students, staff, faculty, and the community may arrange child care hours to accommodate class, study or work-study schedules, or employment opportunities, choosing two day (Tuesday, Thursday), three day (Monday, Wednesday and Friday) or full time (Monday thru Friday). Child care service and schedule accommodations are subject to availability and are not guaranteed. A continuous enrollment option is also available.

Procedure for Enrollment

- Enrollment interview/orientation
- On-site tour of the Center by the child and his/her family
- Completion of in-take forms
- Payment of Registration Fee/child (non-refundable)
- Identification and discussion of the child's needs including a health plan and Individual Family Service Plan or Individual Education plan when appropriate
- Parent/guardian verification that the Parent/Guardian Handbook has been read

The following in-take forms must be completed and kept on file in the Center before your child may attend: **(All information will be held confidential.)**

Emergency Card
Family & Classroom Intake Form
Health/Physical Form
Immunization Record
Income Eligibility Form

Policy/Payment agreement
Consent to Emergency Care Form
Sunscreen, Photograph, Video viewing,
Diaper Cream, Lotion, and Fieldtrip
Permission Slips

Once a spot has been offered, an Enrollment Contract must be signed within 5 days.

Integrated Classroom

We here at the ACC Child Development Center value and respect diversity. This is a diverse world we live in and we are all different in some ways and the same in others. Research tells us between ages 2 and 5, children become aware of gender, race, ethnicity, and disabilities. We help children learn daily to value and find strength in each other's diversity. With this in mind, our program is in compliance with the Americans with Disabilities Act (ADA) and any other federal, state, or local law pertaining to the provision of services of children with disabilities. The Center will review each child's situation on a case-by-case basis to determine if the child's needs can be met at our Center.

Procedure for Enrollment

Upon enrollment of a child with special needs, the center must obtain a copy of an existing individualized health care plan or individualized education plan for the child that can be reviewed, adopted, and implemented by the center staff when providing child care services to the child. If the child does not have an existing individualized health care plan or individualized education plan, the individualized health care plan ***must be completed before the first day*** of the child's enrollment. The individualized health care plan will include the following as needed and must be signed by a health care provider:

- Medication Schedule
- Nutrition and Feeding instructions
- Medical equipment or adaptive devices, including instructions
- Medical emergency instructions
- Toileting and personal hygiene instructions

The plan must be updated every 12 months from the date of the initial plan or as changes occur.

Every effort will be made to ensure a safe, developmentally appropriate placement for all. If at any time the placement becomes a safety risk or is determined to be developmentally inappropriate, a conference between the Director, Teacher, and parents will be arranged. If it is determined the Center cannot meet your child's individual needs, you may be asked to make other child care arrangements.

AIDS Policy

As stated in summer of 1993, Vol. 3, No. 1, Child Care News from the Colorado Office of Child Care Services:

AIDS is recognized as a disability under the Rehabilitation Act of 1973. Denying a license application solely on the basis that an individual is HIV positive is discrimination and may be considered a violation of this act. The Colorado Department of Social Services would not deny a license, nor would any county department of social services, the Denver Department of Health and Hospitals, or any other authorized entity recommend that any license be denied, solely on the basis that the applicant or licensee tests positive for the HIV virus. An applicant or provider who is HIV positive or a provider who is caring for a child who is HIV positive should receive training on the HIV infection, its effect on children, and the use of universal health precautions to prevent the transmission of the

infection. Such information is available through the Colorado Department of Health and Hospitals. Contact your licensing specialist for details.

At ACC, all staff are trained in regard to Universal Precautions.

Financial Arrangements

- Child care fees are based on 2, 3, and 5 days per week attendance. See the current Rate Schedule.
- Tuition is charged based on set hour and day usage detailed on the enrollment contract.
- Parents sign an enrollment contract for the hours scheduled and remain the same each week. Please see the “Add/Drop Policy” regarding adjustments to the original payment agreement.
- Time that is not used is not credited or refunded and additional charges apply for additional days. See “Extra Hours” for more information.
- A written two-week notice of withdrawal is required after Add/Drop. You will be charged for those two weeks.

Parents who are current ACC students sign a payment agreement for the days scheduled each semester. Monthly payments are due throughout the semester and payment dates are listed on your contract. Parents who are not ACC students may pay weekly or monthly as determined on your contract.

Child care tuition stipends are available for low-income student families when funding is available through a stipend application process. Full rates of tuition is still due if for some reason funding sources are not received. See the contract for specific terms of your financial agreement.

Failure to meet a scheduled payment may result in the discontinuation of child care services and a hold placed on College records and registration. Check, exact cash or credit card payments are accepted at the Center. Payments in check form can be dropped in the safe outside the director’s office. Please see the director for payment in cash or credit card. Tuition is due on the first of the month. A \$30.00 fee is charged for late payments and will be added to your account on the 10th of the month.

Account Agreement

1. Types of Payments – The CDC is able to accept payment on your account by cash, check, money order, VISA, MasterCard, American Express, Discover, deferred payment plans and third party payer authorizations. Payments are made at the Child Development Center. Students who have previously provided a check that was dishonored by their financial institution (insufficient funds check or EFT) and students who have previously filed bankruptcy may be required to pay in cash or with other certified funds.

2. Other Fees

- **Returned Check Fee** – A returned check fee will be added to your account for any check returned by your financial institution. The College reserves the right to pursue all legal remedies available to collect on a returned check.
- **Collection Agency Costs** – Collection agency costs will be assessed on the unpaid balance of your account, including internal collection costs of no more

than 40% of the unpaid balance, after internal collection efforts have failed to induce you to pay your account or enter into a payment Agreement. Your account will be sent to a collection agency and may be reported to one or more credit bureau reporting service(s). To the extent permitted by applicable law, you agree to pay all costs and disbursements, including reasonable attorney's fees, incurred by us in legal proceedings to collect or enforce your indebtedness.

- **Interest** – The college you are attending or the collection agency may assess interest on the unpaid portion of your past due student account. Interest costs may be assessed up to the maximum permitted under Colorado law.

3. Payments – Child Care payments and credits posted after the due date or totaling less than the entire balance owed will reduce the balance due as of the date posted but will not remove restrictions and holds on registration, grades, diplomas, and transcripts. All payments received will be applied to the billed unpaid balance. Payments made to your account through the Office of Financial Aid will be applied as mandated by the State, the Federal government or the organization providing the funds. Any excess amount paid to your account through the Office of Financial Aid will be automatically refunded to you, without a request on your part. If you have activated your Higher One card, your refund will be processed according to the refunding preference you established with Higher One. If you do not have a Higher One account a check will be mailed to your current address on file.

Please note: Federal financial aid regulations do not permit the College to automatically apply your upcoming financial aid refund to a past due balance from a previous term. If you expect a refund of financial aid to pay off a prior term balance from a previous financial aid year, you will need to personally receive the refund and then separately pay your balance due at the Cashier's Office. Similarly, financial aid received for one college may not be applied to a balance you owe at a different Colorado community college.

4. Hold on Services – The Community College System colleges will not permit you to register for classes, release a diploma, or provide a transcript, if you have an outstanding financial obligation to any of the Community Colleges other than a loan that is not yet due or on which payments are current. In addition the colleges may withhold other services if you have an outstanding financial obligation with any other school within the Community College System.

5. Credit Reports – We may release information to credit reporting agencies about our experience with your account. We may obtain a credit report on you at any time in the future to review your account and information from that review may be used to influence your ability to obtain credit with the College.

6. Entire Balance Due – If you fail to make a required payment when due or break any other promise under this Agreement or a separate payment Agreement, we can declare the entire balance of your account due and payable at once without notice or demand.

7. Collection Cost – To the extent permitted by applicable law, you agree to pay all costs and disbursements, including reasonable attorney's fees, incurred by us in legal proceedings to collect or enforce your indebtedness.

8. Telephone Consumer Protection Act (TCPA) – I authorize the College and their respective agent(s) and contractors to contact me regarding my outstanding child care

balance at the current or any future telephone number either provided or acquired for my cellular phone or other wireless device using an automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

9. Change of Terms – We can change the terms of this Agreement at any time. We will provide notice of such change on your student portal account and allow you the opportunity to pay your account in full if you dispute the change. It is your responsibility to ensure you are aware of any changes, including changes to any and all child care charges. Changes may apply to all outstanding unpaid indebtedness and to any future transactions on your account.

10. Disclaimer of Liability – We offer your account in our own interests and disclaim any duty or responsibility other than those expressly set forth in this Agreement.

11. Assignment – We can assign your account and any of our rights under this Agreement without your consent or notice to you.

12. Governing Laws – This Agreement will be governed by the laws of the State of Colorado and all applicable federal laws. Any provision of this Agreement that is rendered null and void by the operation of this provision shall not invalidate the remainder of this Agreement, to the extent capable of execution.

13. Notices – All notices required to be given by us in connection with your account shall be deemed to have been delivered on the day when they are deposited in the United States mail, properly addressed and with postage prepaid. Any notice by email is considered received when the email enters the information processing system that the recipient has designated or uses for the purpose of receiving email. Student account information is considered received when the information is posted on the student portal.

Add/Drop Policy

Upon signing the enrollment contract, the parent is responsible for scheduled child care payments.

If you decide to drop any or all of the hours for which you have enrolled your child, you must give us a written two-week notice. You will be charged for those two weeks. We reserve the time you have scheduled for your child, and you are responsible for payment until you let us know that you have dropped those hours.

Positive Guidance Policy

Positive, strong relationships are critically important to all aspects of healthy development for young children. They help buffer children from stressful or adverse experiences. Positive relationships between our staff members help create a warm and nurturing classroom environment in which children grow and learn. We strive to create and grow positive relationships between staff and families to help create a sense of school community and set the stage for open communication should challenges arise. We continue to cultivate positive child, staff and family relationships through our open communication and sharing of resources. We refer to Invest in Kids-The Incredible Years Colorado, The Colorado Center for Social and Emotional Competence and Inclusion, The Center on Social and Emotional Foundations for Early Learning, and Project LAUNCH, when looking for additional resources to assist us.

A socially and emotionally respectful learning environment means that the environment fosters a sense of safety and trust for each child. Children need to be able to form positive, loving attachments with adults who are predictable, calm, and tuned in to their needs. Children need to learn at their own pace based on their individual temperaments, development and family culture. To this end, we have set up a classroom and center environment that is socially and emotionally respectful. This includes learning about and representing each child's home language and culture.

As child care providers, we play an important role in teaching children directly how to interact and get along with others. In addition, an early learning setting is an ideal one for teaching children about emotions, the feelings of others, understanding and communicating about needs, wants and feelings. Teaching these things in the earliest years is what is best. Social and emotional competence is the foundation for success in school and is linked to being a happy, well-adjusted adult. We incorporate social – emotional aspects in lesson plans throughout our program. Utilizing the Pyramid Plus Model, we implement teaching strategies to support children's social and emotional development and address challenging behavior.

Individual social and emotional intervention supports for children ensure that each child has the opportunity to be understood and responded to in an effective manner. Taking the team-based approach to persistent challenges, we work with ECMH consultants monthly, to discuss observations and strategies to assist us in supporting our children and teachers.

We share all information with parents, and partner with them in creating a consistent and positive foundation for growth and development.

It is important for our staff to have knowledge of resources to assist parents and families in accessing services for mental health and other special needs to support early intervention when necessary. If it is concluded that a referral needs to be considered, a meeting will be set up with the parents to discuss options available.

Reasons for Dismissal

- A. Delinquent payments: parents who have been delinquent in payments two times in an academic year may lose their place at the Child Development Center.
- B. Failure to provide or renew your child's medical statement, immunization records, and/or other forms can be cause for dismissal. All forms listed in Section VII of this handbook are for our State license.
- C. Failure to provide supplies such as diapers, pull-ups, wipes, etc.
- D. Continual late arrival or pickup.
- E. As stated under enrollment policies, if it is determined the Center cannot meet your child's individual needs, or placement becomes a safety risk, you may be asked to make other child care arrangements.

Arrival

Parents/guardians are given a secure code that allows them to enter the building. Please be sure that only adults input this code, and that it is not shared with anyone not responsible for consistent child drop off or pick up. If you have someone else dropping off or picking up, they need to ring the doorbell and wait for someone to open the door

and let them in. Never let someone else into the building when you are coming in or leaving.

Parents/guardians should always accompany their child into the classroom. This gives your child's teacher a chance to chat with you about how your child's morning has been prior to arriving, and if there is anything you want to share to assist your child in having a great day. It also gives you a chance to get to know your child's teachers. A sign-in sheet is provided daily for parents/guardians to sign as children arrive and depart.

Parents/guardians need to sign using their full name. Signing your child in and out daily is a state licensing requirement and an integral safety measure, which helps staff to track where the children are at all times. Once children have arrived, please be sure to assist them in washing their hands before you leave the classroom.

The doors are unlocked at 7:30 a.m. Your child needs to arrive for school by 9:00 a.m. This gives the children the opportunity to socialize with their peers, and get ready to sit down for their breakfast, served family style. Young children need routine and time to develop relationships with peers and teachers. By 9:30 a.m. both classrooms are having their first circle time and beginning learning centers and small groups. **We want the best learning opportunity for your child and arrival by 9:00 a.m. can help ensure this.**

We will not be accepting children after 9:00 unless the parent calls and there are extenuating circumstances involved. Arrival can be a difficult transition time. If your child needs help transitioning, the teachers are more than willing to help in whatever way they can.

Observation rooms are available for you to spend a few extra minutes observing your little one as he/she begin their day.

Departure

Children must be picked up by 5:30 p.m. **If your child has not been picked up by 5:30, a \$10.00 late fee will be assessed at that time and an additional \$5.00/minute for every minute after 5:30 p.m.** It is important to allow our closing staff to be able to leave at 5:30 to get home to their families too.

Children will be released only to parents/guardians or persons authorized by the parents/guardians. Persons authorized to pick up the child must be 16 years or older and listed on the intake form at the time of registration. Written notification must accompany any changes in these arrangements. Parents/guardians or authorized individuals who are not familiar to the staff will be asked for picture identification. In cases of single parent child custody or parental disputes over child custody, please provide a copy of any legal documents that have been served and discuss this matter further with the Director.

Late Pick-up

If you find you will be detained, notify the Center immediately. If a child is not picked up by the parent or authorized person within a reasonable amount of time after the scheduled closing, the Center will call the emergency reference. If arrangements cannot be made for the child, protective custody will be assumed by the campus police and Arapahoe County Social Services. **If your child remains here at 5:30 p.m., a ten dollar late fee will be assessed at that time and \$5.00 per minute will start from 5:30 p.m. Signature of receipt of this handbook is written agreement to the policies and procedures set forth.**

Absences

If a child is to be absent, please notify the Center as soon as possible, either by phone or email. No credit of tuition is given for absences due to illness or vacation periods when taken during the semester. Vacation/Sick days are already built into the tuition schedule. Hours your child has missed cannot be traded for other child care times or days.

Extra Days

Extra child care days may be arranged if the Center has adequate staff and space available. Arrangements for extra days must be done prior to the time they are needed by notifying the Director at least one day in advance. See the Rate Schedule for cost of additional days. **Cash or check payment for extra days is due in the Center on the day child care hours are scheduled.**

Inclement Weather Closures

The Center will be closed anytime Arapahoe Community College is closed due to severe weather or emergency. No credit of tuition is given for inclement weather closures. As soon as a decision is made, radio and television stations will be notified. You may also log on to the ACC web page at <http://www.arapahoe.edu> and click on school closures and updates.

In the case of severe weather, such as tornadoes or high winds, Campus Police will notify the Director and the children will be evacuated into the hall of the north building. Decisions about closing the campus will be made solely by the President. As soon as a presidential decision is made, the VPs, Deans, radio, and television stations will be notified. You may also log on to the ACC website and click on school closures and updates. If the campus is closed due to weather, all parents/guardians will be called and required to pick up their children immediately. Outdoor time will be limited or cancelled as per the Director's discretion dependent upon temperature, air quality or other environmental factors.

Staff

The Child Development Center teachers are highly qualified, caring individuals who enjoy children and are dedicated early childhood education professionals. In addition to employing teachers with the State of Colorado Early Childhood Teacher Certification, the Center also provides placement for ACC Early Childhood Education students and interns.

The classroom teachers meet weekly to plan, problem solve and communicate ideas and feelings. Routinely, the entire staff meets to discuss the program and activities and share ideas regarding children. These meetings are also used for training purposes.

As per licensing standards, all teachers are required to complete 15 hours of professional development per year. The Center is a member of the National Association for the Education of Young Children and the local Colorado affiliate which offers workshops and seminars that teachers are encouraged to attend.

Teachers have been trained in Universal Precautions, Pediatric CPR and First Aid, and Medication Administration. All staff has passed background checks.

Visitors Policy

For your child's protection all visitors must check in with the Director, or the Director's substitute, and sign the visitor's book. Visitors must sign their name, address, and purpose of the visit. A form of identification will be inspected for visitors who are strangers at the Center. All ACC students or community members that come to observe at the Center are supervised by the staff and are never left alone with a child.

Assessments

We use the Teaching Strategies Gold Assessment tool. Recommended by the Colorado Department of Education, this assessment provides a general guideline as to where children should be developing, based upon their age. Assessments look at a child's social emotional, cognitive, physical, and language development. Through use of this assessment, teachers are able to provide a more child specific curriculum and scaffold children's learning. Results from these assessments provide information to the classrooms which allows us to make changes and improvements as needed. Observations are made throughout the semester and provide information needed to complete the assessments. Assessments are completed three times per year. All information regarding your child is kept confidential. If we feel as though there is need for further assessment or referral, including developmental, mental, or behavioral development, we will discuss our options during a parent/teacher conference. Assessments are reviewed twice a year during parent/teacher conferences. Any concerns you may have regarding your child's development may be discussed as needed throughout the year.

Parent Conferences

Parent/Teacher conferences will be scheduled with your child's teacher at the end of Fall and Spring semesters. During this time the teacher will review your child's individual assessment with you and review any concerns and questions you may have regarding your child's development. If at any time during the semester you have specific questions regarding your child's growth and development or Center activities, please make an appointment with your child's teacher or the Director to discuss your concerns.

Parent Involvement

Active parent/guardian involvement is critical to the success of any child care program. Upon enrollment you will fill out an intake form. This form will give our teachers and staff an idea of your family background, values and goals that you as parents/guardians would like to see encouraged with your child. Family activities are planned throughout the year at differing times so as to be available to parents with varying schedules. We hope you can attend. Notes and invitations will be posted throughout the classroom and in your child's cubby. Throughout the year you may also be asked to complete surveys, so that we can use your feedback to further improve our center as a whole.

The Child Development Center teachers value your input and look forward to your interest and participation in the Program. Your involvement can help us understand the values and goals you consider essential for your child. Open, regular communication between parents and teachers helps to create an atmosphere of understanding, support, and cooperation.

Please keep us informed of any events at home that may affect your child's attitude, behavior, or interaction with other children. We, in turn, will provide you with information regarding what your child does each day.

Parents/guardians are encouraged to share interesting hobbies, occupations, pets, artistic talents or cultural activities with the children. We maintain an open door policy and parents/guardians are welcome to observe, have lunch, or interact in the classrooms at any time. Talk with the Director to arrange an observation or presentation time (we will be happy to help in whatever way possible-so don't be shy!)

Check the Center's bulletin boards for community workshops or conferences of interest. Menus and lesson plans are also posted for your review.

Photo Release and ACC Class Projects

The Arapahoe Community College Child Development Center serves as an educational site for the Early Childhood Professions classes, Pediatric Nursing Students, Communications students, etc. Therefore research and class projects may be conducted in collaboration with the Center which involves the children. Photos, videotapes and direct observations will be conducted from time to time. In addition, sometimes local newspapers and/or the Arapahoe Community College student paper come and take pictures of the children. We ask that you sign a permission slip for your children to participate in these activities and pictures.

Clothing and Personal Belongings

For your child's comfort, clothes should be simple and free from complicated fasteners. Children should come to the center ready to play. Clothes should be washable (messy art activities), sturdy (outdoor play), and appropriate for weather conditions.

Each parent is asked to bring a change of clothing for his/her child (underwear, shirt, socks, and pants). **PLEASE LABEL ALL OF YOUR CHILD'S CLOTHING.** These clothes should be put in your child's cubby. Cubbies are located in each classroom and are labeled with your child's name.

Remember that a crib sheet or towel and a blanket are needed for naptime. **These will be sent home weekly to be washed;** please remember to bring them back the following week.

Toys and Money From Home

The Center cannot be responsible for toys brought from home. It is often difficult for children to share special toys or toys get lost or broken which causes anger or tears. One "transition" object is allowed to facilitate a smooth transition from home to school and will be placed in your child's cubby after transitions.

No money or jewelry is to be brought to school. If your child wears a piece of jewelry, we ask that it be removed before they come to school.

Birthdays/Celebrations

A child's birthday is a special occasion for the family and the classroom community. You are welcome to bring a special treat, but please remember that they need to be nut free. We appreciate healthy treats such as fruit, fruit snacks, mini muffins, yogurt covered raisins or pretzels, for example. As always, parents/guardians and families are welcome to join in celebrations. We do have some children with food allergies, so ask that you talk with the Director if you are planning on bringing treats to the classroom.

Video Viewing

The Arapahoe Community College Child Development Center allows the use of videos on a limited basis. The videos which are used are “G” rated and instructional in nature. If this is offered, the children are not required to watch the video. Other choices will always be available as well.

Preschool Program

Goal

The goal of Arapahoe Community College Child Development Center is to provide children with a nurturing environment in which they have the opportunity to develop their problem solving skills, learn to interact with their peers, and develop a strong educational base on which to build upon.

The Creative Curriculum® for Preschool

The Creative Curriculum for Preschool is an award-winning curriculum for preschool success. Using exploration and discovery as a way of learning, *The Creative Curriculum for Preschool* enables children to develop confidence, creativity, and lifelong critical thinking skills.

Objectives

Using the Creative Curriculum, we teach, observe, and assess children on the following “Objectives for Development & Learning” in the multiple domains.

The Creative Curriculum for Preschool

- Is based on 38 objectives for development and learning, which are fully aligned with the *Head Start Child Development and Early Learning Framework* as well as early learning standards for the state of Colorado.
- Offers daily opportunities to individualize instruction, helping teachers meet the needs of every type of learner.
- Addresses all the important areas of learning, from social-emotional and math to technology and the arts, and incorporates them throughout every part of every day.
- Offers daily, built-in opportunities for observation, helping teachers and administrators clearly see the strong relationship between curriculum and assessment.
- Offers complete support for working with English- and dual-language learners, including detailed guidance that helps to build teachers’ knowledge about best practices.
- Contains guidance for working with all learners, including advanced learners and children with disabilities.

Social-Emotional Children will be able to: 1. Regulate own emotions and behaviors 2. Establish and sustains positive relationships 3. Participate cooperatively and constructively in group situations	Physical Children will be able to: 4. Demonstrate traveling skills 5. Demonstrate balancing skills 6. Demonstrate gross-motor manipulative skills 7. Demonstrate fine-motor strength and coordination
Language Children will be able to: 8. Listen to and understand	Cognitive Children will be able to: 11. Demonstrate positive approaches

<p>increasingly complex language</p> <p>9. Use language to express thoughts and needs</p> <p>10. Use appropriate conversational and other communication skills</p>	<p>to learning</p> <p>12. Remember and connect experiences</p> <p>13. Use classification skills</p> <p>14. Use symbols and images to represent something not present</p>
Literacy	Mathematics
<p>Children will be able to:</p> <p>15. Demonstrate phonological awareness</p> <p>16. Demonstrate knowledge of the alphabet</p> <p>17. Demonstrate knowledge of print and its uses</p> <p>18. Comprehend and respond to books and other texts</p> <p>19. Demonstrate emergent writing skills</p>	<p>Children will be able to:</p> <p>20. Use number concepts and operations</p> <p>21. Explore and describe spatial relationships and shapes</p> <p>22. Compare and measure</p> <p>23. Demonstrate knowledge of patterns</p>
Science and Technology	Social Studies
<p>Children will be able to:</p> <p>24. Use scientific inquiry skills</p> <p>25. Demonstrate knowledge of the characteristics of living things</p> <p>26. Demonstrate knowledge of the physical properties of objects and materials</p> <p>27. Demonstrate knowledge of Earth's environment</p> <p>28. Use tools and other technology to perform tasks</p>	<p>Children will be able to:</p> <p>29. Demonstrate knowledge about self</p> <p>30. Show basic understanding of people and how they live</p> <p>31. Explore change related to familiar people or places</p> <p>32. Demonstrate simple geographic knowledge</p>
The Arts	English Language Acquisition
<p>Children will be able to:</p> <p>33. Explore the visual arts</p> <p>34. Explore musical concepts and expression</p> <p>35. Explore dance and movement concepts</p> <p>36. Explore drama through actions and language</p>	<p>Children will be able to:</p> <p>37. Demonstrate progress in listening to and understanding English</p> <p>38. Demonstrate progress in speaking English</p>

Daily Program

The Classrooms

We have multiple mixed age classrooms. The ages for each room may differ according to the number and ages of children enrolled. Each classroom has an observation room in which parents/guardians/ACC students may observe the activities in the classroom without being seen. The center also has an indoor gym/activity room for children's use.

Learning Centers

The Center has several "learning centers" situated throughout the classrooms. Each room has the following centers:

- Housekeeping/dramatic play
- Blocks with accessories
- Science and Math
- Art
- Writing
- Book and listening area
- Music
- Manipulatives (games, numbers, alphabet, beads, etc.)
- Sensory Table
- Painting/Easel Art

Sample Daily Schedule

7:30 a.m. - 8:50 a.m.	Greeting, Handwashing, & Free Play (all areas open)
8:50 a.m. - 9:00 a.m.	Morning Circle
9:00 a.m. - 9:35 a.m.	Handwashing & Breakfast
9:35 a.m. - 9:55 a.m.	Small Groups
10:00 a.m. - 10:40 a.m.	Outside or Indoor play
10:45 a.m. - 11:45 a.m.	Learning Centers & Free play (all areas open)
11:45 – noon	Circle
Noon - 12:30 p.m.	Handwashing & Lunch
12:30 p.m. - 12:45 p.m.	Prepare for nap (stories or quiet activities)
12:45 p.m. - 2:30 p.m.	Nap Time
2:00 p.m. - 3:00 p.m.	Table top activities for non-nappers
3:00 p.m. - 3:30 p.m.	Tooth brushing, Handwashing & Snack
3:30 p.m. - 4:30 p.m.	Outdoor or Indoor play
4:30 p.m. - 5:30 p.m.	Departure & Free play (all areas open)

Children are allowed to make choices throughout the day regarding which learning centers they would like to be a part of. Through play-based activities, children actively engage in learning centers designed to facilitate whole child development. Teachers guide the children in order to help them learn new concepts, ask open ended questions, and help them problem solve.

During small groups, teachers have specific objectives which they help the children work toward. The objective may be that the “child will count 10 objects.” This objective can be done in all the centers- counting beans, cornbread muffins, nails, plates, cups, blocks, farm animals, etc. Several objectives are planned each week and implemented through lesson plans and learning center activities. Observations are used to assess individual progress in each area of development. Over the semester, the assessment will help teachers focus on each child’s unique needs and talents thereby enabling them to provide appropriate direction, materials, and ideas.

Our classrooms provide the children with a safe environment that allows them to use their senses and experiment with a variety of materials and experiences. We encourage the children to investigate, manipulate and create. Children are always learning and our classrooms give them a fun and stimulating environment in which to do so.

Outdoor Activities

Outdoor play is a required part of the Center’s daily program. Please dress your child appropriately including footwear, for the weather conditions and changes that may occur

throughout the day. Closed toed footwear is preferred. Even children with coughs and colds can benefit from fresh air, sunshine, and exercise. If a child is too ill to go outside, the child is probably too ill to be with other children and should remain at home. We will not go outside if temperature or weather conditions are excessively hot or cold or hazardous to the children's health.

Children are always supervised on the playground and child to teacher ratios are maintained. Teachers are cautioned to be aware of strangers and monitor who enters and leaves the play yard.

Diapering and Toilet Training

The Arapahoe Community College Child Development Center accepts children 18 months of age in or out of diapers. Children in diapers are scheduled in the Toddler and Young Preschool Rooms where there are changing tables and child sized toilets to help facilitate learning to use the toilet. When changing diapers, teachers wear gloves and follow universal precautions procedures. The method of changing diapers is posted in the diaper changing area.

We want toilet training to be a positive experience and children are not punished for toileting accidents. Accidents do happen so we ask that you send a few extra sets of clothes if your child is in the process of toilet training. The teachers will notify parents when additional diapers, wipes or clothes are needed. Children age 3 and older are required to "wipe themselves" unless we have a doctor's note. Teachers will monitor children, giving them wet wipes, to make sure they do a good job.

Rest or Quiet Time

The Center has rest time from 12:45 to 2:30 p.m. daily. All children in attendance over shall have a rest or quiet time. Teachers help children to relax by lowering the lights, playing soft music, and rubbing backs. A child sized cot is provided by the Center. Parents/guardians must send a crib sheet and a blanket for their child. Parents are responsible for washing these on a weekly basis. After about 60 minutes of rest, if your child is not sleeping, quiet activities will be provided. Sleep is important for growing bodies and minds. We are not allowed to keep children from falling asleep and after 2:30 p.m., lights are turned on and children are encouraged to wake up.

Field Trips and Short Excursions

Field trips and short excursions are taken throughout the year to enrich the curriculum. Generally these excursions are on campus. During the Fall and Spring semesters classes go on short excursions to the Main Building, ACC Library, and on nature walks, for example. Field Trip Permission forms must be signed by parents before participation on field trips are allowed. Teachers take counts before, during and again at departure time. Anytime a field trip or excursion is taken, a note will be left letting parents/guardians know where the class went, what time they left, who went on the trip and the estimated time of return. The same adult ratio used in the classroom is maintained on trips. Staff have the sign-in book, emergency book, first-aid kit, and a cell phone for use if needed. Campus Police will be called for assistance if needed.

Children who arrive after the class has left for the field trip will stay with remaining class/staff. Children may not be left at the Center if no staff are present. Once again, children must be signed in and staff must be aware of your arrival.

Transportation

Arapahoe Community College Child Development Center does not offer transportation of children to or from the center. All field trips are walking excursions and a permission slip must be acquired before children are allowed to leave the premise. Additional transportation permission slips will be required if an off-site field trip is scheduled.

Discipline Policy

The Child Development Center is structured to prevent discipline problems before they occur. Teachers allow children a variety of choices, the opportunity to make decisions, and the acknowledgement that it is okay to express feelings like anger, frustration, and sadness. Clearly defined limits, modeling redirection of behavior and verbalization of feelings are used to manage behavior problems when they do occur.

The Center utilizes the following three rules:

<p><i>We keep ourselves safe</i> <i>We keep our things safe</i> <i>We keep each other safe</i></p>
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These rules are taught to the children throughout the school year and are reviewed when needed. Teachers define limits using the above listed rules, use redirection, and model appropriate behavior to help deter challenging behaviors.

Positive reinforcement and praise is an excellent tool to encourage cooperation, sharing, and personal control. Physical punishment or emotional abuse is never tolerated. In the case of continuing issues, parents will be asked to join the staff for a conference to develop a plan for addressing the behavior.

Steps for Addressing Challenging Behaviors

1. The behaviors of children shall be addressed by classroom staff as outlined by the discipline policy of the respective ACC Child Development Center. This could include positive reinforcement for appropriate behavior, redirection, and reminders of classroom rules, modifying the classroom environment and/or daily schedule, and providing a supervised quiet time for the child to gain control. Classroom staff shall observe all children and document these observations to help ascertain any patterns or precipitating factors of the problem behavior. At no time shall the staff use shaming, the withholding of food, or physical punishment of any kind.
2. When a child exhibits a problem behavior on a continual basis that is not resolved through appropriate behavior management strategies, the classroom staff will meet with the Center director to document the problem behavior and ask for further guidance.
3. If the behavior problem is still not resolved, the center staff shall request a meeting with the child's parents/guardians to discuss the problem behavior. The Center staff and parents will collaborate on the development of strategies to resolve the problem behavior. During this process, the classroom staff will keep the Center director and the child's parents informed of progress in resolving the behavior problem. Classroom staff will provide information to the parents in written form with copies kept in the child's file. If a child's behavior results in an injury to another child or staff member, the aggressive child's parents will be notified as soon as possible and

written documentation of the incident will be provided to the parents and placed in the child's file and they may be sent home upon the discretion of the teacher.

4. If the Center staff feel that they need further assistance in resolving the behavior problem, the program may, with parental permission, request the assistance of an outside party. If the Center staff feels that the problem may be a result of a special need, the program may, with parental permission, refer the child for evaluation. If the parental permission is refused and the problem behavior continues, the continued enrollment of the child will be reconsidered in accordance with the provisions of paragraph six below.
5. If all the above steps fail to resolve the behavior problem, the program will direct the parents to obtain child-care for their child at another center. The program will provide the parents with 2 weeks notice, except where such notice is not reasonable because of safety concerns.
6. Written documentation of all of the above steps will be provided to the parents and placed in the child's file.

Food Program

The Child Development Center participates in the U.S. Department of Agriculture's Child Care Food Program. The U.S. Department of Agriculture (USDA) prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political belief, sexual orientation or marital or family status. Persons with disabilities who require alternative means for communications of program information (Braille, large print, audiotape, etc.) should contact the USDA's Target Center at (202) 720-2600. To file a complaint of discrimination write to the USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 14 and Independence Avenues, West Washington D.C., 20250-9469 or call (202) 720-5064 (voice TDD). USDA is an equal opportunity provider and employer.

There is no separate charge for meals, which include breakfast, lunch and an afternoon snack. Each family enrolling must complete a food program form to determine program eligibility based on family size and income level.

The Center's meals and snacks are catered, which is operated by a private corporation. The food program allows USDA guidelines for serving size and preparation. Meals are served family style with a teacher at each table. Children are encouraged to serve themselves and taste all food items. USDA nutritional guidelines and weekly menus are posted on the parent board in each classroom for your view.

Meal and snack time is an ideal setting to notice colors, tastes, textures, similarities, differences, smells count objects and sound out beginning letters. Good manners and polite behavior are always encouraged.

For children with special nutritional needs, food allergies, or religious prohibitions, parents are asked to fill out a special diet form and have it signed by a medical professional. We can accommodate most food allergies or preferences, in extreme cases, you may be asked to bring your child's food.

Morning Snack	9:00 a.m.
Lunch	12:00 p.m.
Afternoon Snack	3:00 p.m.

Allergy Policy- “Nut Conscious” and “No Pets”

Arapahoe Community College Child Development Center is a nut conscious school. Because of their age, young children do not have the ability to recognize symptoms of an allergenic reaction and be responsible for their own diet restrictions. At no time are there to be nuts or nut products accessible to the children at the school, including projects in the classroom or gardening products. Teachers are trained to recognize allergic reactions and how to respond appropriately.

No nuts or nut products (including peanut butter, nut oils, products baked with nuts or nut products) will be provided with school lunch, or allowed in homemade snacks which are sent to school with the children. This includes products whose labels indicate any presence of nuts, including use of equipment which has been used with nuts. Any food brought from a parent/guardian’s home for a birthday or holiday celebration, or to share with the classroom, must be free of nuts or nut products.

Parents will be notified of this policy at the beginning of the school year and any time that donations of food are solicited.

We have a “no” pet policy at the Child Development Center, without prior permission from the director. Some children have severe allergies to animals and the health and safety of children and staff are a high priority. Sometimes, we will bring in live animals into the classroom for the purposes of instruction. Please let the director or your child’s teacher know if your child has a health issue regarding animals. Again, we thank you for your understanding.

Health and Safety

Supervision

Staff actively supervise children at all times and conduct frequent attendance checks during the day. Children must be signed in and out of the center by a parent/guardian or an authorized adult. If children leave the center during the day, a field trip permission form will be required and a sign will be posted. Attendance sheets and classrooms are checked at the end of the day to ensure all children have left the center.

Facility Safety

The Center is inspected by-annually by the Tri-County Health Department and the Littleton Fire Department. Indoor and Outdoor play equipment and toys are monitored regularly for damage or unsafe usage.

Health/Physical Form

Each child must have an annual medical statement signed by a physician stating that the child can participate in the Center’s activities; is free of infectious diseases; and is adequately immunized. Immunization waivers due to religious or personal reasons are available, but children may be excluded from care if an outbreak occurs.

All staff members must submit a statement of good health signed by a physician and attend a staff training session regarding prevention of illness and proper hand washing practices.

Chronic Health Concerns

Upon enrollment, parents/guardians will be given an intake form asking them to provide us with any necessary information that we need to provide their child with the highest quality of care. This information includes any health related concerns that the staff needs to be aware of. Please note any specific allergies or diagnoses that the child has received. This includes diabetes, epilepsy, asthma, allergies, seizures or any other health related information that is needed to provide the child with the care that he/she needs.

Be sure to note any specific food, insect, bee or animal allergies or chronic health problems such as diabetes, epilepsy, or asthma on your child's intake form and inform the Director at the time of registration. In some instances a treatment plan from a physician may be required.

Food Allergies

If there are any foods that you do not want your child to eat due to personal, religious, or allergy related reasons, please list these on your intake form and notify the Director of such choices. In some cases a treatment plan may be required from your child's health care provider. In extreme cases, parents/guardians may be required to supply alternate food choices for meals and snacks.

Illness Policy

Your child's health is of major importance to us. To ensure the health of all children, a current health form and immunization certificate (or exemption) must be on file in the Center before enrollment.

In order to decrease and prevent the spread of illness in the Center, children are required to wash hands after using the bathroom, before snacks and meals, and after coughing, sneezing, or blowing their nose. Children are encouraged to use tissue to cover their mouths when coughing or sneezing and to throw used tissues in the trash. Please help teach children these good hygiene habits by continuing them at home.

Arapahoe Community College Child Development Center uses the following guidelines to determine when children should be sent home or denied admission. Parents will be notified immediately when a child has a sign or symptom requiring exclusion from the facility.

Disease	Exclusion is necessary
Diarrhea with illness (vomiting, fever) Diarrhea: stools that are watery and frequency is twice what is usual	Yes (may return 24 hours after symptoms have expired)
Chicken Pox	Yes (may return once blisters are crusted over and dry)
Conjunctivitis (pink eye)	Yes (may return 24 hours after treatment)
Coxsackie Virus (hand, foot, and mouth disease)	No (may attend if able to participate in activities)
Fifth's Disease	No

Head lice	Yes (may return 24 hours after treatment)
Strep Throat	Yes (may return 24 hours after treatment and fever free for 24 hours)
Ringworm	Yes (may return after treatment starts)
Mild cold symptoms	No (may attend if able to participate in activities)
Upper respiratory complications <ul style="list-style-type: none"> • Large amount of yellow-green nasal discharge • Extreme sleepiness • Ear pain Fever (above 101 degrees – under arm)	Yes (seek medical advice and decide whether your child should be in child care or school)
Infectious diseases such as mumps, measles, and hepatitis A	Consult your local health department

In addition, the following guidelines are also used to determine when a child should be sent home or denied admission.

1. The illness prevents the child from participating comfortably in center activities
2. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children, and/or
3. The child has any of the following conditions:
 - a. Fever or signs of illness. Fever alone is not a reason to exclude children, unless it is 101 or above.
 - b. Lethargy, irritability, persistent crying, difficulty breathing, wheezing, or other signs of possible severe illness
 - c. Diarrhea that is not contained in the diaper, or diarrhea with signs of illness (fever or vomiting) or stools that contain blood or mucus
 - d. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness is non-communicable, and the child is not in danger of dehydration
 - e. Purulent conjunctivitis (pink eye with white or yellow discharge, eye pain, redness of eyelids) until examined by a health care provider and approved for readmission, or after 24 hours after treatment

In some instances a medical release may be required.

Children are not only uncomfortable and fussy when they are ill but may be contagious until treated. Please keep your children home if they have fever, diarrhea, vomiting, unknown rash, skin outbreaks, or discharge from eyes or ears. Symptoms may include sniffles, reddened eyes, sore throat, headache, or abdominal pain and fever.

If your child becomes ill while at the Center, you will be notified and requested to take your child home or to the doctor. If you are a student, campus police can locate you

during class time, but notify the Director where you can be reached if you are working on campus, have a classroom change, class is cancelled, are off campus, studying, or in a lab.

You will be notified if an incident of infectious disease has been reported to the Center. In turn, please contact the Center if your child has been diagnosed with strep, measles, mumps, chicken pox, pinworms, scabies, or any other infectious disease.

Medication

You and your physician must fill out the medication form available in the Center. Medication prescribed for an individual child must be kept in the original container bearing the original pharmacy label which shows the prescription number, name of medication, date filled, physician's name, child's name and directions for dosage. We cannot administer non-prescriptive medications without written order of a physician and you, the parent or guardian. Sunscreen can be applied by teachers only if we have a written note of approval from the parent. Medication storage and administration is in compliance with section 12-38-132, C.R.S. of the "Nurse Practice Act."

Please tell your child's teacher if he/she is taking a prescription or over the counter medication for a minor illness. Since medications may affect children in a variety of ways, it is important for teachers to know why and what medication the child is receiving.

Cleanliness

The child care facility is cleaned nightly by the College's professional custodial staff. Toys and washable equipment are cleaned with a disinfectant at least weekly and more often if needed. Tables are cleaned and sanitized prior to and after meals, after messy activities, and as needed throughout the day. Bathroom facilities are sanitized at least 3 times a day and as needed throughout the day. Changing tables are sanitized after each use. Machine washable items such as, but not limited to, pillows, stuffed animals, and dramatic play clothes are laundered weekly.

ALL BLANKETS AND SHEETS USED DURING NAP NEED TO BE TAKEN HOME BY A PARENT/GUARDIAN AND WASHED WEEKLY.

Emergency Procedures

Accident/Illness

The supervisory staff will use their own discretion and judgment when confronted with minor accidents or illnesses. In the case of a minor accident or incident such as a scrape, bruise, or bite that does not break the skin an accident report will be completed and given to the parents/guardians. All accident/incident reports will be signed, returned to the Director and kept on file.

In situations deemed more serious, the following procedures will be implemented:

In **cases of non-life threatening accidents or illnesses** the Center will contact the parent/guardian when needed. The appropriate medical action to be taken will be deemed by parent.

In situations deemed extremely serious and needing **immediate emergency attention**, 911 will be contacted immediately.

Public Safety will then notify the parent/guardian regarding the accident or illness and the subsequent action taken. In all cases of major accidents or use of first aid, a *Report of Injury* must be filed in the Center.

At the time of enrollment, parents/guardians must sign an emergency medical care form.

Lock Down Policy

If advised by Campus Police or the Littleton Police Department that there is an immediate threat to the children/staff the center will go into lockdown. During lock down, children are kept inside, visitors are not allowed in the Center, and nobody is allowed entrance into the building. In extreme emergencies, the police may deem it unsafe to release the children, in which case you may have to wait to pick up your child until it is safe to do so. Campus Police and the Littleton Police Department will advise us when it is safe for children to go home, play outside, and/or resume their usual activities.

Missing Child Policy

If a child is missing from the Center, there will be a thorough search of the facility immediately, to ensure that the child is in fact missing. If the child is not located, Campus Police will be notified, as well as the parent(s). If the child is still not found, the Littleton Police Department will be notified.

Fire and Tornado Emergency Procedures

The Center is located in the North Building which is electronically tied to the main fire alarm system monitored by the Littleton Fire Department. An alarm box is located in the Center. Fire and tornado drills are practiced regularly to keep children and teachers familiar with the procedures. We encourage parents to hold fire drills at home also.

In case of severe weather alerts (tornados or high winds) the Center would be notified by Campus Police who will help evacuate the children into the center hall of the North Building away from windows and flying debris.

Emergency Evacuations

If it is deemed unsafe for the children and staff to be in the Child Development Center, for such reasons as a bomb threat, fire, or any other imminent danger, Campus Police and/or Littleton Police Department will notify the Director or acting Director. At which time, the students and staff will be evacuated to the safest and closest evacuation place. Building evacuation routes are posted outside the Director's office and by each classroom door. If needed, an evacuation route and location will be given to the staff by the police department at the time of the threat so as to ensure the safest situation for the children.

Reporting Child Abuse and Neglect

Under the "Child Protection Act of 1897" (C.R.S. 19-3-301) in the Colorado Children's Code, child care workers are required to report any suspected child abuse or neglect. The law states that if a child care worker has "reasonable case 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 which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency." A child care worker who fails to report

suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in Section 19-3-304 (4) (a)(b), C.R.S. The staff may also be held liable for damages “proximately causes thereby.”

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty four months of age. The safety of the children at the center is our primary concern. Our biting policy addresses the actions that will be taken if biting occurs.

Toddlers bite other toddlers for different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or peers. Toddlers generally have developing verbal skills and are impulsive and without a lot of self-control. They may be curious or copying someone else’s behavior. They may be defending themselves or feeling that they want to be in control.

When biting occurs:

Our staff firmly lets the biter know that we do not use our teeth to bite people, that biting is not ok, and that the biter has hurt his or her friend. They are removed from the situation, and the victim of the bite is attended to. Biting is always taken seriously. The staff are trained to follow first aid procedures to relieve pain and injury, as well as offer comfort to the little one that has been bitten.

Once the teacher has taken care of the child that has been bitten, he or she has a brief discussion with the biter about using our words when we need something from a friend. The biter sees the bite and the upset that the bite has caused, and often will try to make the friend feel better with a hug or an apology. He or she will be shadowed as much as possible to minimize possible reoccurrences.

Both the parents of the child who has bitten and the child who has been bitten are given a report that outlines the incident and the steps taken following the bite. We do not disclose to parents the name of the child who has bitten, nor the name of the child that has been bitten.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.
2. In the week following, if a child inflicts 3 bites in that one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be **suspended for 2 business days.**
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements.**

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 weekdays) without biting, we will go back to step 1 if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from the center for the remainder of the day. This will not count towards the 2 day suspension.

Policy Changes

All policies are subject to change and parents will be given notice of change in newsletters or posted at least two weeks prior to change.

Current Information

If your current address, home phone, work phone, persons authorized to pick up your child or the emergency reference changes during the semester, please notify the Director.

I have read and understand the policies and procedures set forth in this handbook, and agree to abide by these for the duration that my child is in attendance at ACC Child Development Center.

Name _____
Date _____

Name _____ Date _____

Signature of receipt of this handbook is written agreement to the policies and procedures set forth.