



**PARENT HANDBOOK**  
**2022-2023**



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## About Us

### General

Summit County Preschool

70 W. Main Street | PO Box 631 Frisco, CO 80443

Telephone: 970-668-5508

Fax: 970-668-4873

Website: [www.summitcountypreschool.com](http://www.summitcountypreschool.com)

### Hours of Operation:

7:30am to 5:00pm, Monday-Friday

### History

Summit County Preschool (SCP) was started in 1974 by parents who recognized a need for a licensed preschool in our community. The preschool was located at the Middle School location in Frisco for 8 years, then at 3<sup>rd</sup> & Main St. in Frisco for 16 years. In September of 1999, the preschool moved into our new and current location at 70 W. Main St. in Frisco. We offer preschool programs as well as infant and toddler care.

### Philosophy

Summit County Preschool is an equal opportunity employer. We are a non-profit, non-sectarian, and non-political organization advised by a Board of Directors on a volunteer basis. As Summit County Preschool, the curriculum for all ages is planned and implemented with attention to the different needs, interests, and developmental levels of the individual child. Our main goal is to emphasize the social, emotional, intellectual, and physical development of each child. Summit County Preschool meets all the requirements set by the Colorado Department of Human Services; staff participates in continuous training and professional development in order to meet or exceed this requirement.

### Mission

Providing the community with the highest quality early education and care for children ages 2 months through 5 years.

### Certification

- Permanent Child Care License
- Quality Rated at Level 4

### Holidays

We are closed for certain holidays. There will be additional closings for teacher training and in-service days. Please refer to the Summit County Preschool calendar for all closures.



## Summit County Preschool Organization

Board of Directors & Parents

Executive Director - Jennifer Tarrant

Program Coordinator - Courtney Drabik    Education Coordinator - Jen Prim

Social Emotional Active Liaisons - Abby Burris & Jen Prim

Infant, Toddler, & Preschool Teachers & Teacher Assistants

\*SCP is administered by a Board of Directors. Each board member serves a two-year term and may opt for one to two year renewals of their terms as approved by the Board. Individuals may serve up to four consecutive years on the Board. Terms shall be served without pay or monetary compensation of any kind and shall originate by election by the Board throughout the year. Board members must be community members who are interested in and dedicated to the stated goals of SCP. Meetings are held on the third Monday of each month, and parents plus staff are encouraged to attend.\*

## Definition of Family

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

## Admission & Enrollment

All admission and enrollment forms must be completed and registration fee paid, if applicable, prior to your child’s first day of attendance. Enrollment forms are available at the front desk, via email, or through our website: [www.summitcountypreschool.com](http://www.summitcountypreschool.com).

## Waitlist & Priority Guidelines for Enrollment

Link for waitlist: <https://directory.legup.care/childcare/summit-county-preschool-frisco>

Upon availability of one or more childcare vacancies, SCP will call parents of wait-listed children in order of priority to fill the vacancy immediately.

If the vacancy is declined when offered, the family may stay on the waitlist. SCP will allow at least 2 business days for a parent to respond before offering the vacancy to the next individual on the waitlist. After SCP makes an attempt to place the child into a vacancy and the parent provides no response, the child will be removed from the waitlist. A child can also be removed from the waitlist if the parent chooses to be removed.

After notification of vacancy, there is a 2 week grace period in which the child must start.

Enrollment priority for all ages is provided to families based on the following general guidelines:

- Children of staff
- Children whose siblings currently attend SCP
- Children of Board Members
- Children already enrolled at SCP wishing to add days
- By date of waitlist sign up
- families who live or work in Frisco/Copper



## Registration Procedures

Review and acknowledgement of this information in this handbook is required. The final page must be completed and returned prior to your child's start date.

## Inclusion

SCP believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. The inclusion or exclusion of children with special needs will be determined by the Executive Director based upon the severity and nature of the condition. The Executive Director shall refer parents to special services if she/he decides that that the child's needs are better met in a different program or with special services. For children 0-2, referrals will be made to Early Intervention. For children 3+, Summit School District will be the point of contact. See Appendix C for the flowchart of events for either age group. All facilities licensed under the Child Care Act are subject to titles I through V of the Americans with Disabilities Act as amended and its implementing regulation, Title 29CFR, Part 1630. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must be in compliance with the Americans with Disabilities Act. The facility must provide reasonable accommodations for the child with a disability who has special needs. Efforts must be made to accommodate the child's needs and to integrate the child with his or her peers who do not have disabilities.

## Non-Discrimination

At SCP, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students. If 50% of a classroom population has a dominant language other than English, a bilingual (English and the dominant language) caregiver will be assigned to the classroom. The bilingual caregiver will use languages as appropriate to support optimal learning for all children in the classroom.

## Confidentiality

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

**\*\*confidentiality continued on next page\*\***



Occasionally, SCP will take photos of the kids participating in activities. By signing the acknowledgement of receiving and reviewing this handbook, along with signing the initial enrollment packet, you grant us permission to use any photos taken during school activities for promotion of SCP. When these photos are used, the student's names, ages, and any other personal information will NOT be disclosed.

## Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Each year all staff members are required to complete a minimum of 15 hours of Continuing Education. The training must include 3 hours related to social emotional development. Other topics include child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. In addition, all staff members must have CPR and standard precautions and stay current according to the suggested guidelines.

## Babysitting

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter and is not connected or sanctioned by SCP. Staff shall not be hired as babysitters when it interferes with their regular Summit County Preschool work schedule.

## Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness. SCP maintains ratios based on guidelines that exceed Colorado state licensing requirements. We maintain the following standards for child to staff ratios:

<b>Age</b>	<b>Child to Staff</b>	<b>Maximum Group Size</b>
8 weeks - 12 months	3 to 1	6
12 - 24 months	4 to 1	8
18 - 36 months	4 to 1	8
24 - 36 months	4 to 1	8
2½ - 3 year olds	8 to 1	15
4 - 5 year olds	8 to 1	16



## Infant/Toddler Programs

Parents of infants, 1 year olds, and 2 year olds should contact SCP to inquire about the space available for enrollment. Children will be placed into classes based on space availability and priority guidelines (as shown on pg. 2). Children not immediately enrolled into a program will be placed on a waitlist (see pg. 2 for waitlist guidelines). SCP follows specific safe sleep policies and procedures as recommended by the American Academy of Pediatrics. **See Appendix A for reference.**

## Preschool Programs

Summit County Preschool has open enrollment all year.

Preschool classes are divided into two age-specific categories; 3-4 year olds (mixed age), and 4-5 year olds. Children are enrolled by birth date in the appropriate class. Enrollment may occur throughout the year if space is available. Preschool classes are offered Mondays through Fridays in half or full-day sessions. Children will be placed into classes based on space availability and priority guidelines (as shown on pg. 2).



## **Communication & Family Partnership**

### **General Parental Participation**

SCP depends on parental involvement throughout the year. We have an open-door policy and encourage our parents to make frequent visits to the school. We ask that you sign into the visitor notebook at the front desk whenever you visit the preschool.

All parents are welcome to attend a board meeting at any time. Meetings are held the 3<sup>rd</sup> Monday of each month at 6:00pm over Zoom or in person at the preschool.

Parent surveys are conducted on an annual basis. The results are used to drive the goals of our Quality Improvement Plan. If you wish to review the current Quality Improvement Plan, please see Jennifer at the front desk.

### **Parent Volunteer Requirement**

SCP is a non-profit, volunteer organization and we truly believe parental involvement is key to creating a positive environment at our school. As such, we rely on our parental and overall community for donations of materials, monetary donations, and time. Your volunteer time for fundraising and operational activities helps us keep childcare costs as low as possible.

Volunteering to help with day to day operations of the school and fundraising activities helps to build a sense of commitment to your child's care and education. Volunteering also gives you a chance to meet teachers, board members, and other families. It provides you an opportunity to take an active role in your child's development. We need your support in maintaining the high quality standard that we at SCP hold ourselves to.

There are several fundraising opportunities throughout the year that SCP would love you to volunteer for. These include Breakfast with Santa, Concert in the Park, Comedy Night, Town of Frisco events, and more. Additional volunteer opportunities include recycling, landscaping, shoveling snow, and other duties. SCP will reach out via email for volunteer opportunities.

Another option that arises occasionally is classroom helpers. If you are interested in helping in your child's classroom, please contact your child's teacher or Program Coordinator. Classroom volunteers at SCP follow the same rules and regulations as regular staff members. These volunteers work under the direction of a teacher, Program Coordinator, or Executive Director. Please contact the school or any board member for information on volunteer opportunities.

### **Daily Communications**

It is very important that all of the people involved with SCP communicate with each other. Parents will receive information daily or weekly by email. Emails are sent from the teachers on a weekly basis.



Daily communication from SCP staff will keep you informed about your child's activities and experiences at the preschool. Great communication goes both ways, so please feel free to share any important information about your child's home life or health with your teachers.

Communication will be translated into your home language by either email, hard copy, text, spoken language with an interpreter and/or video messaging as it is vitally important to communicate with you in your home language.

## Bulletin Boards

Located throughout the preschool, bulletin boards provide SCP news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

## Cell Phone Usage

The times you spend at SCP dropping off and picking up your child are the primary windows of time we have to communicate with one another about your child. In order to make the best use of these opportunities, as well as to be attentive to your child, other children and adults who may wish to communicate with you, we ask that you NOT use your cell phone at any time while visiting SCP.

## Email

We encourage families to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates. Please provide us with your email address on the signature page in the back of this handbook.

## Family Activities

Family activities are scheduled on a regular basis, and exact dates and events will be communicated to you via email, posting on the bulletin boards, or flyers that may be placed in your child's cubby. A variety of events, informational sessions, and fun filled age-appropriate activities for families are offered. Family activities allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

## Conferences

Family and teacher conferences occur twice a year in November and April. Sign-up sheets and information will be posted on the classroom door. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.



## Curricula & Learning

### Learning Environment

SCP provides a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Copies of daily schedules are posted in each classroom.

### Curriculum Information

SCP staff use *The Creative Curriculum Gold* for infants, toddlers, and preschoolers as a resource for our classrooms. Our curriculum goals focus on the skills, understanding, and attitudes young children need to develop. To learn more about *The Creative Curriculum Gold*, visit [www.creativecurriculum.net](http://www.creativecurriculum.net).

The following are our goals:

- Social Development - help children learn to get along with others, feel comfortable in group situations, trust their environment, communicate and cooperate with peers and adults, and feel that they are part of a group. During the preschool years, social development is about socialization, which is the process by which children learn the values and behaviors accepted by society. It is also about being a competent and confident person.
- Emotional Development - help children discover and accept one's self and feelings, experience pride and self-confidence, develop independence, and self-control.
- Physical Development - help children gain control of and use their bodies with confidence, increase coordination of large and small muscle groups, and develop eye-hand coordination. Physical development includes children's gross (large muscle) and fine (small muscle) motor skills.
- Intellectual Development - help children use their minds for communicating, problem solving and reasoning, interacting with their environment, and organizing their knowledge base. Cognitive development refers to the mind and how it works. It involves how children think, how they see their world, and how they use what they learn.



These goals enable the staff at SCP to enhance every child's total development by carefully preparing an environment that exposes children to materials and experiences, which will enable children to develop socially, emotionally, physically, and intellectually. This means we work with children through the use of a daily schedule, providing free play at learning activity centers, deriving class plans based on themes, doing group and individual activities and projects with teachers and staff.

## Outings & Field Trips

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. For field trips, please dress your child appropriately for the season, and the outing. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

Weather permitting; we conduct supervised walking trips around town. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package, and must be signed in order for your child to take part in these events.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

If a child is late for an outing or field trip, the parent is responsible to meet the group or keep the child until the group returns.

## Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

**TRANSITION FROM HOME TO CENTER:** Prior to your child's first day, you will have an opportunity to tour the preschool, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

**TRANSITION BETWEEN LEARNING PROGRAMS:** Children are transitioned to the next program based on age, developmental readiness, State of Colorado licensing regulations, and space availability. During the transition, current and future teachers will discuss with you a plan to introduce your child into the new program.

**TRANSITION TO ELEMENTARY SCHOOL:** We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.



## Screen Time

Screen time occurs only in the preschool classrooms. The focus is to provide your child with positive and developmentally appropriate educational experiences. Children can only be exposed to screen time 30 minutes throughout the course of the week in suggested time periods of 15 minutes twice a week or 10 minutes three times a week.

## Electronic Media

Electronic media, such as internet sites and software, are pre-screened to contain non-violence and high-quality educational content.

## Multiculturalism

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

## Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community. Birthdays are also celebrated at SCP. Treats brought to school to share must be pre-packaged or commercially prepared. Parents who have concerns are asked to speak directly with their child's teacher so that any special arrangements may be made to the satisfaction of all concerned.

## Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs.

State licensing regulations require that any preschool child attending a program for more than 4 hours must be offered nap/quiet time.

After lunch, all children 5 years of age and under participate in a quiet rest time. Please bring a labeled blanket and/or favorite stuffed toy to make children feel comfortable. After a reasonable amount of quiet time, children participate in quiet activities. Children are not forced to sleep; they may spend the time quietly looking at books, etc. We will not force a child to remain awake if he or she exhibits signs of fatigue. Please feel free to discuss your child's sleep patterns with their teachers.

Children at the preschool sleep on cots. If applicable, please sign the slip provided in the intake packet that allows your child to sleep on a cot.



## Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 18-24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. SCP is committed to working with you to make sure toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. State regulations prohibit the use of training toilets. There is not going to be any attempt on the part of SCP staff to toilet train children under 24 months.

## Diapering

Children requiring diapers will be checked for wetness or feces at least every 2 hours, or whenever the child indicates discomfort or exhibits behavior suggesting a soiled or wet diaper. The child shall be changed when found to be wet or soiled. A diaper changing station or changing area shall be provided and located separate from any food preparation, storage, or serving area, and will comply with Colorado Department of Health and Environment Rules and Regulations Governing the Health and Sanitation of Child Care Facilities.

Parents must provide only disposable diapers for their child, if prescription diaper cream is needed, a doctor's note must be provided.

## **Guidance**

### **General Procedure**

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving helps children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of others, of property, and to learn to understand the results of their actions.

### **Acts of Aggression and Fighting**

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children.

Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others, and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### **Notification of Behavioral/Developmental Concerns to Families**

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

If behavior management becomes difficult for parents and children, especially those children having behavioral difficulties in our care, we will make every effort to work with the parents. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior or developmental concerns which have been determined to be upsetting to the physical or emotional well-being of another child or staff member will be required to go through the following actions:

- Initial Consultation: The Program Coordinator and teacher will require the parent(s) of any child who attends SCP to meet for a conference (by phone if parents are not available in person). The problem will be defined on paper. Goals will be established by the parent and teacher to help in resolving the concern.
- Second Consultation: If the initial plan for helping the child fails, the parent(s) will again be required to meet with the teacher and Executive Director if necessary. Another attempt will be made to identify the concern, outline new approaches to the problem,

including Child Find Assessments, DECA, The Early Childhood Social Emotional Wellness Program, and the Ages and Stages Screening tool, and discuss the consequences if progress is not made. Additional information and procedures about these programs, assessments, and community screenings are available from the SCP Executive Director and staff. Specific referral forms will be completed as a team and are available through the Executive Director.

- Immediate Suspension: The Executive Director reserves the right to immediately suspend a child at any time if she/he exhibits a behavior which is harmful to him/her or others. A parent may be called from work or home anytime the child exhibits uncontrollable behavior that cannot be modified by the staff. The parent may be asked to take the child home immediately.

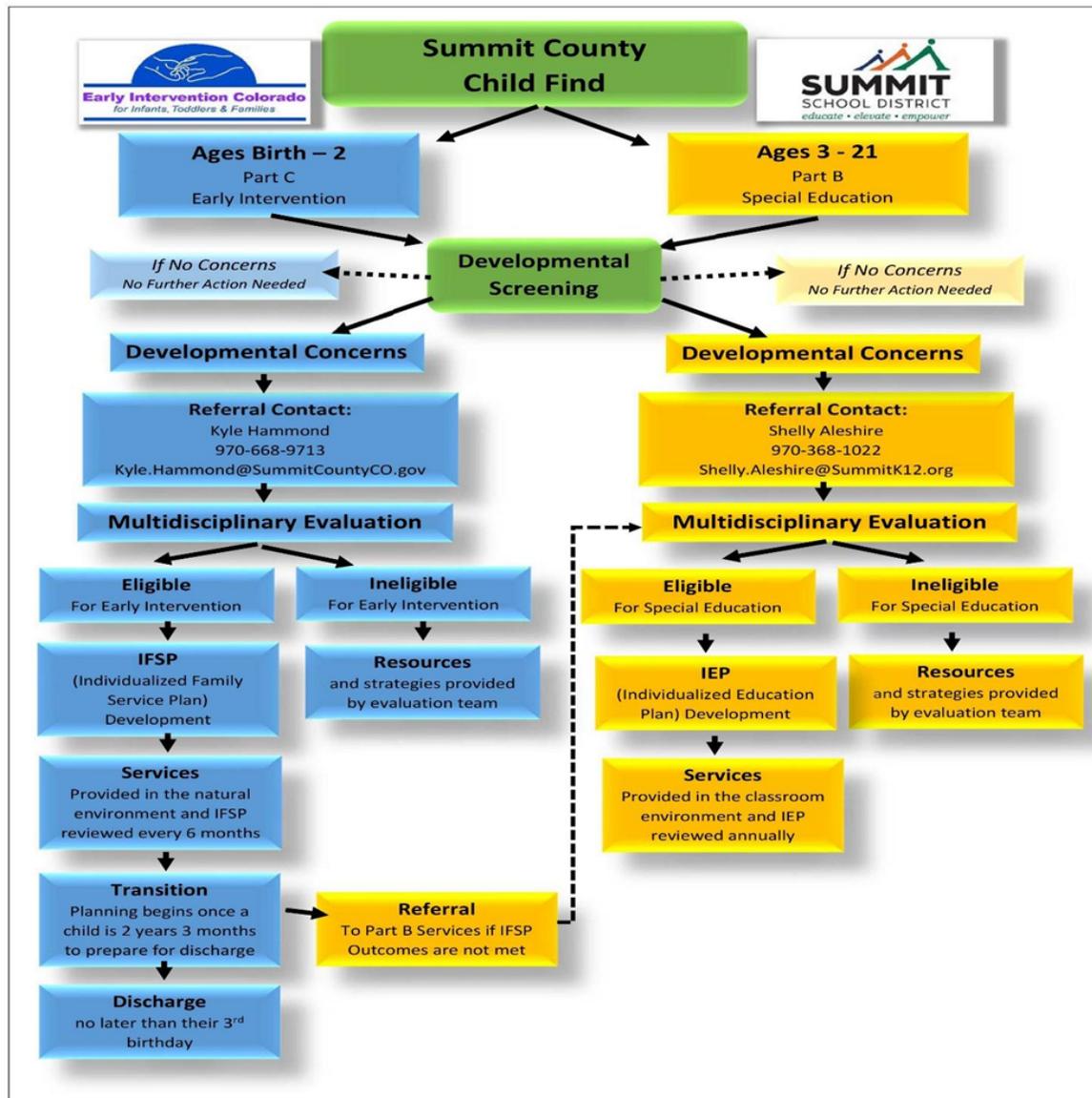
On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

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

## Community Resources

Summit County has an abundance of resources for mental health, general health, developmental delays in young children, and educational needs. The procedure to access any of these resources is the following:

- Teachers may refer families to any agency of need. The resources are listed in a resource guide located at the front desk. The notebook contains telephone numbers and addresses for such services.
- For developmental delays or educational needs, referral forms must be completed by the school and family. These forms are available at the front desk. The Director will send the referral to either Early Intervention or the Summit School District personnel.
- Parents will be contacted by the referral agency to gather data, determine evaluation needs, and then potential services.
- The referral agency will be in contact with Summit County Preschool to coordinate needs and any services the child may need. See the chart on the next page:





## Tuition and Fees

### Tuition

The Summit County Preschool Board of Directors will annually review the school operational costs to include but not limited to facility management and maintenance, payroll and benefit costs. The goal of the Board is to keep tuition increases between 1.5% and 3% to avoid large tuition increases in any given year. The Board will present and vote on the proposed tuition increase amount at a board meeting, which is always open to parents to attend. A communication regarding any approved tuition increase will be sent to parents by the end of the third quarter of each year. Tuition increases will be implemented and in effect for the September billing cycle for each year in which the tuition increase will occur.

Current rate information is provided in attachment #1 at the back of the handbook. *Rates are subject to change at any time.*

### Extra Days and Flex Days

To accommodate the need to add an extra day or session, please contact SCP to request space for your child. All requests will be granted on a first-come, first-served basis as space is available. Extra days for children currently enrolled with regular schedules can be added at the rate of \$80.00 per full-day, which is due at the end of the day or session. Three "flex days" per child are included in all tuition packages. If you have requested space for an additional session but will be unable to use the space, please notify us within 24 hours. Flex days do not accrue and are applied at the beginning of the calendar year.

### Drop-In Sessions

SCP also accommodates children who do not have a regular enrollment schedule with the school. Children must be enrolled into SCP with the appropriate paperwork packet. Date requests are granted on a first-come, first-served basis as space is available. Drop-in days are only available at a full-day rate. If you have requested space for an additional session but will be unable to use the space, please notify us within 24 hours.

### Payment

Payment is due as outlined in the Enrollment Agreement. All tuition and fees are due on or before the 15<sup>th</sup> day of the month prior to the month of attendance (i.e. tuition for the month of September is due on or before August 15<sup>th</sup>). A bill will be issued at the beginning of each month stating the amount due, billing date, and due date. Payments can be sent to:

**Summit County Preschool**

**PO Box 631**

**Frisco, CO 80443**

***Please make payments payable to "Summit County Preschool"***



If you have any questions or concerns regarding your monthly payments, please email [director@summitcountypreschool.com](mailto:director@summitcountypreschool.com) or contact the SCP front desk.

Tuition assistance in the form of Colorado Childcare Assistance Program (CCAP), Colorado Preschool Program (CPP), SPK, HeadStart, HeadStart scholarships, and/or other assistance programs may be available for qualifying families. These programs vary from year to year. All information on the application is kept strictly confidential. The Executive Director can provide you with guidance on these programs. We reserve the right to limit CCAP to 5 children, however, exceptions may be made at the discretion of the Board.

### Late Payment Charges

Late payments can pose serious problems for our programs and Summit County Preschool overall. Because of this, we have put procedures in place to reduce their impact.

A \$30.00 fee will be assessed if tuition is not received on or before the 30<sup>th</sup> of the month preceding attendance. The late fee will be assessed on the following month's bill.

If your account is outstanding on the first of the month, you will receive a letter stating you have 15 days to bring your account current. If you are not able to bring the account current, please see the Executive Director to set up a payment plan. That plan will then need to be present to, and approved by, the Board of Directors. To avoid disruption of attendance, a payment plan must be in place by the 30th of the month

### Late Pick-Up Fees

Summit County Preschool closes at 5:00pm. Please allow enough time to arrive, sign your child out, and leave by closing time. If you would like to have a discussion with your child's teacher regarding the day's activities, please arrive by 4:45pm.

SCP's late fee is \$1 a minute after 5:00pm.

All late fees assessed throughout the month will be billed along with the following month's tuition. After 3 consistent late fees, you will be required to meet with the Board of Directors to determine if continued attendance is allowed.

### Returned Checks/Rejected Transaction Charges

There is a \$30.00 fee for a returned check. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

### Sick Days/Missed School Days/Vacation

Although we understand that sickness is a part of life, especially a part of life with kids, we are unable to credit accounts for any days missed due to sickness. If you choose to take your child



out of school due to a family vacation, full tuition must be paid for that time period. Sick days and vacations are pre-considered in determining the tuition revenue for our operating budget. The budget must be maintained in order for SCP to be financially stable.

Missed school days due to weather are also unavoidable. Holidays are scheduled and noted on our annual calendar and are also non-refundable. Due to such circumstances, three flex days have been built into tuition rates. If you would like more details on flex days, please contact the Executive Director.

### Unplanned School Closures

Credit will not be given for inclement weather, as this is a force out of our control. If we are unable to open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

Flex days may be used in the event of an unplanned school closure, not to exceed the allowed 3 days.



## **Attendance & Withdrawal**

### **Scheduling Policy**

Childcare schedules are set up on a permanent basis. Your child will be enrolled for the same days each week. Every month you will be charged your scheduled tuition for your childcare slot regardless of whether or not your child attends (sick, vacation or holiday). The childcare slot is charged as SCP incurs the overhead, food and personnel cost on a daily basis. Our business plan is to be at full enrollment based on quality ratios and classroom sizes at all times. If we maintain full enrollment, there is less burden to parent's tuition costs, less burden on the school programming and less burden of grants/fundraising to offset the missed expenses. We currently have an extensive waitlist for our program and want to only turn families away if we truly can't accommodate them. We want to honor our commitment to you with the lowest tuition possible while still being financially responsible and fair to potential SCP families.

### **Schedule Changes**

SCP requires a minimum of two (2) weeks notice for any permanent schedule change. You will be charged your current rate and then your new rate will go into effect after 2 weeks or at your new desired schedule, whichever is furthest away. Please be aware that if you choose to reduce your days, we cannot guarantee your prior child care schedule will be held for a later date. If another family wishes to enroll or pick up your dropped days, we will offer you your original slot back first. If you do not accept the slot we will give it to the other family so that we maintain full enrollment.

### **Absence**

If your child is going to be absent or arrive after 9am, please call us at 970-668-5508. We will be concerned about your child if we do not hear from you.

### **Withdrawal**

Parents may withdraw children from the program at any time during the enrollment year. If a child must be withdrawn during the school year, 2 weeks notices must be given to receive any refund of the following month's tuition. Refunds are processed within 4 weeks of the given notice. If you wish to re-enroll your child at a later date, your child will be placed in a class on a space available basis. If there is no space available, your child will be placed on the waitlist for that class. (See pg. 2 for Waitlist Guidelines)

### **Transfer of Records**

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally. If your child is transitioning to a new school, a written request from you with instruction to where the records should be sent is required.



## Closing Due to Extreme Weather

SCP will remain open during inclement weather as long as it is deemed safe to get to and from school.

If there are countywide road closures due to weather, and/or Summit School District Schools are closed, then SCP will also be closed. That policy goes with delays as well, for example, if SSD schools are on a 2 hour delay, SCP will also be delayed, and if the delay is extended to a full day closure, then SCP will also remain closed.

For any school closures/delays, notifications will be sent via email and text alerts.

For text alerts, Summit County Preschool uses Remind.com. You will receive an invite from the Executive Director via email in order to sign up.

We highly suggest that you sign up at [www.SCAAlert.org](http://www.SCAAlert.org) (powered by Code RED) to receive any public school closure information and other alerts pertaining to Summit County.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. It is your responsibility to arrange for your child's early pick-up.

## Discharge Policy

SCP reserves the right to cancel or deny the enrollment of a child for the following reasons:

- Nonpayment of, or excessive late payment of fees
- Not observing the rules of the center as outlined in the Parent Agreement
- Child has special needs which we cannot adequately meet
- Physical and/or verbal abuse of staff or children by parent or child
- Consistent tardiness/not observing school hours
- Any other reason deemed appropriate by the Executive Director and/or the Board of Directors



## **Drop-Off and Pick-Up**

### **General Procedure**

We open at 7:30am. Please do not drop off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 5:00pm. Please allow enough time to arrive, sign your child out, and leave by closing time. If you would like to have a discussion with your child's teacher regarding the day's activities, please arrive by 4:45 for pickup.

For security purposes, the interior lobby doors will be locked at all times. Please ring the doorbell to be granted access into the building. To ensure the safety of your child, parents must sign in as you enter the building, and teachers take attendance as children arrive. Teachers count the number of children many times throughout the day to identify where children are at all times. Once your child is dismissed from class, you are responsible for their safety. Teachers will review the attendance sheet and search the classrooms and playground to ensure that all children are picked up before they leave for the day.

### **Authorized & Unauthorized Pick-Up**

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify SCP in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a photo ID as verification. Any individual picking up a child must have the appropriate car seat. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible. If after 30 min we have not been able to reach you, or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### **Right to Refuse Child Release**

SCP may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the Frisco Police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

## Personal Belongings

### What to Bring

#### INFANTS:

- Ready-to-feed bottles (mixed, not dry formula)
- Food for the day (if your child is eating solids)
- Diapers
  - You may bring disposable diapers each day or bring a whole bag that we will keep here and notify you when they are nearly empty
  - NO cloth diapers
- Diapering ointments (i.e. Desitin, A&D Ointment, etc.)
  - REMINDER: diaper cream requires a doctor's note to be filed at the front desk
- Change of clothes (1 change minimum)
- Favorite blanket or stuffed toy
  - REMINDER: your child may not sleep with these items, they are just for comfort
- Season-appropriate outdoor clothing (sun hat, sunglasses, snowsuit, mittens, boots, etc.)
- Sunscreen
  - REMINDER: if your child is under the age of 6 months, staff is not permitted by the State to apply sunscreen. Please discuss with your teacher if outside activities will be a part of the day's activities at drop off
- Sleep sack

#### TODDLERS

- Drinks in a cup
  - REMINDER: we will not serve children juice
- Hot or cold lunch in lunch boxes or labeled lunch bags if not on the meal plan
  - NOTE: hot lunches cannot be reheated for children under the age of 3
- Diapers
  - You may bring diapers each day or bring a whole bag that we will keep here
- Diapering ointments (i.e. Desitin, A&D Ointments, etc.)
- Full change of clothes
- Favorite blanket or stuffed toy
- Season-appropriate outdoor clothing (sun hat, swimsuit, sunglasses, snowsuit, mittens, boots, etc.)
- Sunscreen (if you choose your own)



## PRESCHOOLERS

- Full change of clothes
- Lunch and 2 snacks if not on the meal plan
- Water bottle filled with water only
- Favorite blanket, pillow, or stuffed toy
- Season-appropriate outdoor clothing (sun hat, swimsuit, sunglasses, snowsuit, mittens, boots, etc.)
- Sunscreen (if you choose your own)

Please be sure to label ALL of your child's belongings. Unlabeled items may be marked by your child's teacher. SCP is not responsible for lost or stolen items. We provide a small amount of storage space for each child.

Please do not send valuables or money to school with your child. Please mail or give tuition or other payments to the front desk, not your child's backpack. Please do not send medication without notifying your child's teacher and completing the appropriate paperwork.

Dress your child in comfortable and simple clothing that is free of complicated fastenings. Provide sturdy clothes that can withstand messy activities. Also, dress your child in clothing which is compatible with changeable mountain weather. Remember, even though the sun may be bright and warm at 9:00am, it might be cold and cloudy an hour later. Provide sweaters and jackets even on sunny fall and spring days and provide a suitable head covering.

Most age groups will play outside every day. Please be sure that your child comes properly clothed for outdoor play, including waterproof snow pants, hats, mittens, and snow or rubber boots. Parents will be called to bring any necessary items their child is missing.

## Cubbies

Upon enrollment each child will have a cubby to use for the day. Please check your child's cubby on a daily basis for items that need to be taken home.

## Lost & Found

You can look for lost items and bring found items to the Lost & Found box located in each classroom. Please note that SCP is not responsible for lost personal property.

## Toys From Home

We request that you do not allow your child to bring toys from home into the center unless they are a part of a show-and-tell activity.

## **Nutrition**

### **Foods Prepared at the Center**

SCP offers a meal program based on requirements set forth by CACFP for all children. The food program menus will be planned and prepared by SCP staff to provide a full day of nutritional requirements. There will be consultation with a registered nurse and nutritionist. Morning and afternoon snacks, lunch, and drinks will be provided at the cost of \$5.00 per day. You must give 2 weeks notice before beginning or ending the meal plan. If you have specific questions regarding the food program, please speak to the Program Coordinator or Executive Director.

Food prepared for or at SCP will be properly planned, prepared, and portioned according to the Child and Adult Care Food Program and the state requirements for food service. Find out more at <http://www.fns.usda.gov/cnd/care>.

Nutrition program information is available in attachment #2 at the back of this handbook.

### **Food Brought From Home**

Children not enrolled in the meal program must be provided with lunch, morning, and afternoon snacks, and drinks for the full day. Your child's meals must equal 50% of daily recommendations. If it does not, SCP is required to supplement the meals. If we have to supplement your child's meals, you will be billed a fee of \$5.00 per day.

### **Food Allergies**

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the child's physician.

### **Meal Time**

#### **INFANT FEEDINGS:**

- Bottle-fed infants are fed while being held or sitting up
- Infants are fed "on demand" to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Formula must be brought to the premises in a factory-sealed, pre-mixed container in a ready-to-feed strength.
- Solid foods will only be introduced after a consultation with the child's family.



#### TODDLER FEEDINGS:

- Children are encouraged to self-feed to the extent of their abilities. The table is set with plates and utensils, and the food is placed in small bowls from which the children can help themselves. Good table manners are modeled and encouraged. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.

#### PRESCHOOL MEALS

- At preschool meal time, the table is set with plates and utensils, and the food is placed in small bowls from which the preschool children can help themselves. Good table manners are modeled and encouraged. Monthly menus are posted for viewing by parents/caregivers in the classrooms, on the website, and are sent monthly by email.



## Health Immunizations

### Immunizations

Immunizations are required according to the current schedule recommended by the U.S Public Health Services and the American Academy of Pediatrics. Annually, we check with the Department of Public Health or the American Academy of Pediatrics for updates on the recommended immunization schedule. State regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the State of Colorado Health Department of Public Health and Environment. For more information about state and federal requirements and recommendations visit, [www.aap.org](http://www.aap.org) and [www.usphs.gov](http://www.usphs.gov).

### Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received before but must be received no later than 6 weeks after your child starts the program. Families are responsible for ensuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is provided to SCP. An updated physical will be required every year at the beginning of the school year.

### Daily Health Check

We conduct a health check, as soon as possible, when each child enters the center each day. We look for skin rashes, elevated temperatures, itchy scalps, lethargy, and changes from usual behavior. These are quick checks to protect the wellbeing of all children in the program. Please understand that these are not physicals, and do not substitute for proper routine pediatric care.

- If a child has had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.
- Children with head lice will not be allowed to return to SCP until they have been treated and no further head lice or nits are detected during a health check.

### Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the preschool. SCP has the right to refuse care to a child who appears ill.

If your child becomes ill at SCP, you will be called and asked to pick up your child. We will keep your child as comfortable as possible but he/she will be excluded from all activities until you arrive. General symptoms that require a child to be sent home include, but are not limited to:

- Illness that prevents your child from participating in activities
- Illness that results in greater need for care than we can provide
- Fever accompanied by other symptoms. For an infant 4 months or younger, a temperature of 100 degrees or above
- Diarrhea - stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet

- Vomiting - green or bloody, and/or 2+ times during the previous 24 hours
- Mouth sores caused by drooling
- Rash with fever, unless a physician has determined it is not a communicable disease
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours
- Impetigo, until 24 hours after treatment
- Strep throat, until 24 hours after treatment
- Scabies, until 24 hours after treatment
- Chickenpox, until all lesions have dried and crusted over
- Pertussis (Whooping Cough), until 5 days of antibiotics
- Hepatitis A virus, until one week after immune globulin has been administered
- RSV, medical advice must be sought for exclusion

#### CHILDREN WHO HAVE BEEN ILL MAY RETURN WHEN:

- They are free of fever; vomiting and diarrhea for 24 hours
- They have been treated with an antibiotic for 24 hours
- They are able to participate comfortably in all usual activities
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and the involved areas can be covered by a bandage without seepage or drainage through the bandage
- A physician's note stating that the child is no longer contagious and may return to our care

#### **See Appendix B for Medication Administration Policy**

### Allergy Prevention

Families are expected to notify SCP regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### Medication

All medications should be handed to an administrative staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication must meet this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original

container (you may request pharmacies to fill your prescription in two labeled bottles). The prescribing doctor must specify the dosage and time(s) to be administered for each medication.

- Non-prescription medications require a note signed by the child's physician. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- Non-prescription topical ointments (e.g. diaper cream) require a note signed by the child's physician, specifying frequency and dosage to be administered.

## Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families via school signage about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

## Sunscreen

At SCP we use Rocky Mountain sunscreen. Sunscreen will be applied to the children 30 minutes before going outside in the morning and afternoon. Teachers will also re-apply every 2 hours as needed. State regulations prohibit our staff from applying sunscreen to a child under 6 months of age. The Infant room does have outdoor activities; please communicate with classroom staff about the daily activity schedule so that you can apply sunscreen when needed.

## Screenings

Dental, vision, and hearing screenings will be offered at Summit county preschool once each year. Dental screenings are offered to children of all ages. Hearing and vision screening ages are dictated by public health. If parents wish to have hearing and vision done but it is not being offered to that particular age group, parents may still request the screening. Please see the front desk to request this service.



## **Safety**

### **Clothing**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Often parents choose to put amber necklaces or other types of jewelry on children. Necklaces, bracelets, etc. that are potential choking/safety hazards are NOT allowed at SCP.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### **Jewelry**

In accordance with best practices on child health, safety, and welfare as indicated in Caring for Our Children (3<sup>rd</sup> edition, Standard 6.4.1.2), small objects that could pose a choking hazard to children under the age of three are not allowed in areas designated for children in this age group. According to the Consumer Product Safety Commission, small objects that pose a choking hazard are less than 1.25" in diameter and between 1" to 2.5" deep. For this reason, children's jewelry including, but not limited to, items such as barrettes, bracelets, earrings, and necklaces are not allowed to be worn on children under the age of three.

### **Extreme Weather and Outdoor Play**

Outdoor play occurs daily based on weather conditions as determined appropriate by our staff. Please assure that the proper clothing is worn/brought to school for outside play for all seasons.

### **Water Play**

Unsupervised water play is prohibited. Supervised children are permitted to engage in water play. Precautions are taken to ensure that water play does not spread communicable infectious disease.



## Injuries

Safety is a major concern in child care, so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g. scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit that meets State of Colorado regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

## Biting

Biting is a normal stage of development common among infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten, and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each child to keep them informed and to develop strategies for change.

## Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. SCP will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore SCP's indoor and outdoor environment, as well as vehicles used by the preschool, are non-smoking areas at all times. The use of tobacco in any form is prohibited on SCP premises.

## Prohibited Substances

The use of alcohol or illegal drugs is prohibited on SCP premises. Possession of illegal substances or unauthorized, potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.



## Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## Child Custody

Without a court document, both parents/guardians have equal rights to custody. SCP is legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. SCP will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.



## Emergencies

### Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

### Fire Safety

SCP is fully equipped with alarms, back-up lighting, rolling cribs, fire extinguishers, and disaster kits. Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Lockdown drills and full evacuation drills are practiced. Parents will be notified of these practice drills.

### Evacuation Sites

In the event an evacuation must take place and we cannot return to the building, there are two designated evacuation sites. The primary location is the Frisco Town Hall. If it is not possible to walk to Town Hall due to a blockage and we must walk in the opposite direction, the second evacuation site will be the Summit Daily building. You will be notified through emails, telephone calls, or texts that we have been evacuated to one of these sites. Our staff will walk the children to one of these sites and you (or an emergency contact) will be expected to pick your child up at that location. We will have all contact information at the evacuation site to verify whether or not we can release your child. Be prepared to manually sign your child out. Please make sure your emergency contacts know that they must have a photo ID when picking up your child.

### Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if not other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

***At Summit County Preschool, we have an emergency response plan that covers many circumstances. If you have any questions or concerns, or would like to view this, please contact the Executive Director.***

## Appendix A

### Policy for Use in Child Care Centers

### Safe Infant Sleep in Child Care

Providing infants with a safe place to grow and learn is very important. For this reason, Summit County Preschool (SCP) has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is “the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.” All staff and volunteers at SCP follow the AAP safe sleep policy.

#### **Sleep Position:**

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner, or clinician signed sleep position medical waiver up to date on file. The Waiver must contain detailed sleep position information, a medical explanation indicating why an alternative sleep position is necessary, the parent’s signature, and also an end date. In the case of a waiver, a waiver notice will be posted at the infant’s crib without identifying medical information. The full waiver will be kept in the infant’s file.
- Infants will not be placed on their side or belly for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep. Pacifiers attached to blankets or stuffed animals will not be used when infants are sleeping.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- Swaddling is not recommended. There is evidence that swaddling increases the risk of serious health outcomes including SIDS and hip dysplasia.

#### **Sleep Environment**

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
  - Crib slats will be less than 2 3/8” apart
  - Infants will not be left in the crib with drop side down

- Infants will not be placed to sleep on any standard bed, waterbeds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets as long as arms are free.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Smoking will not be allowed in or near SCP.

**Supervision:**

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants at least every ten minutes.
- When an infant is awake, they will have supervised "tummy time" of at least 20-30 minutes daily while in care. This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

**Training:**

- All staff and volunteers at SCP who supervise the sleep environment in the infant room will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff and volunteers have read and understand these policies will be kept in each individual's file.
- All staff and volunteers at SCP will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

**When the Policy Applies:**

This policy applies to all staff, parents, and volunteers when they place an infant to sleep at SCP.



**Communication Plan for Staff and Parents:**

Parents will review and sign this policy when they enroll their child in SCP and a copy will be provided in the parent handbook. Parents are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

**If you have any questions, you may contact:**

Executive Director - Jennifer Tarrant - [director@summitcountypreschool.com](mailto:director@summitcountypreschool.com)

Program Coordinator - Courtney Drabik - [courtney@summitcountypreschool.com](mailto:courtney@summitcountypreschool.com)

Education Coordinator - Jen Prim - [jenp@summitcountypreschool.com](mailto:jenp@summitcountypreschool.com)

Health Professional Contact - Chris Frost - [chrisfrostm@gmail.com](mailto:chrisfrostm@gmail.com)

## Appendix B Medication Administration Policy

### Best Practice

Families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the child care facility.

### Intent Statement

This policy is intended to ensure safe administration of medication to children with chronic conditions, mild illnesses, or special health needs for whom a plan has been made and the plan has been approved by the Executive Director.

### Background

Almost all children require medication at some point in time. Administration of medication poses a liability and an extra burden for staff, and having medication in the facility is a safety hazard. Administration of medication requires clear and accurate instruction, and knowledge of why a child needs the medicine. Child care providers need to be aware of what the child is receiving, when it is to be given, how to read the label directions in relation to the measured doses, expiration dates, and be aware of any side effects. This policy applies to all medication administration for any child within the facility. Only staff with current Medication Administration Training and Delegation by the Health Professional are allowed to administer medication.

### Procedure/Practice

- I. Written Authorization:
  1. Medication will be administered only if the parent/legal guardian has provided a medical provider's written, signed, and dated consent to include:
    - Child's first name and last name
    - Name of medication
    - Time the medication should be given and how often
    - Criteria for the administration of the medication
    - How much medication to give
    - Manner in which the medication shall be administered (oral, topical, inhaled, injection, etc.)
    - Medical conditions, possible allergic reactions, or any precautions to follow length of time the authorization is valid

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Date: \_\_\_\_\_

II. Medication will not be given if it is:

1. Not in the original container
2. Beyond the date of expiration on the container
3. Without written authorization
4. Beyond expiration of the parental/legal guardian AND physician's consent
5. Without the written instructions provided by the physician or other health professional legally authorized to prescribe the medication
6. In any manner not authorized by the child's parent/legal guardian and/or health professional
7. For non-medical reasons, such as to induce sleep
8. Unlicensed by the FDA (herbal, supplemental, experimental, etc.)

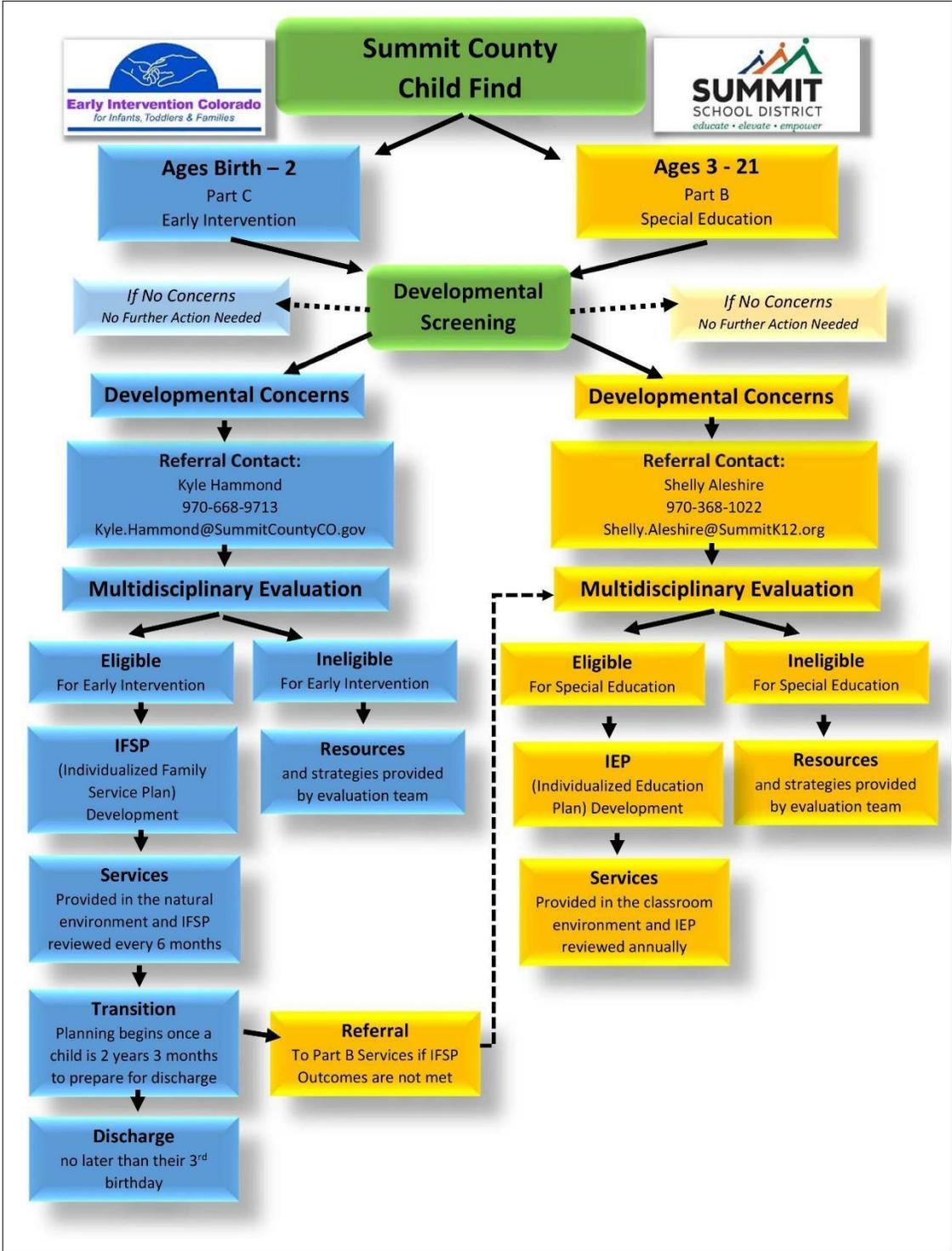
III. Receipt, Storage, and Disposal

1. All medications brought into the child care center will be given to: \_\_\_\_\_ for review and approval
2. Medications will be stored in a sturdy, locked container that is inaccessible to children and prevents spillage. The container is located: \_\_\_\_\_
3. Emergency medication may be left unlocked so long as they are stored out of the reach of children, in a cabinet at least 5 feet above the floor. If you have a child with an emergency medication, the medication, plan, and documentation will be stored in the child's classroom located (if applicable):  
 \_\_\_\_\_ in the \_\_\_\_\_ rm  
 \_\_\_\_\_ in the \_\_\_\_\_ rm  
 \_\_\_\_\_ in the \_\_\_\_\_ rm  
 \_\_\_\_\_ in the \_\_\_\_\_ rm

NOTE: wherever the child goes, the medication goes as well; remember to bring (in a staff backpack) the medication, the plan, and the documentation for ANY off-site excursion.

4. Medications will be stored at the temperature recommended for that type of medication. It shall not be stored above food. A lock box can be kept in a designated refrigerator not accessible to children to hold medications. Medications that need to be refrigerated will be stored \_\_\_\_\_.
5. Non-prescription diaper creams shall be stored out of reach of children in a cabinet or counter at least 5 feet above the floor, but are not required to be in locked storage.
6. Any medications remaining after the course of treatment is completed or authorization is withdrawn will be returned to the parent/legal guardian within 72 hours.

## Appendix C Summit County Child Find





PLEASE SIGN THIS ACKNOWLEDGEMENT, DETACH IT FROM THE HANDBOOK,  
AND RETURN IT TO THE CENTER PRIOR TO ENROLLMENT.

THE HANDBOOK MAY BE UPDATED FROM TIME TO TIME, AND NOTICE WILL  
BE PROVIDED AS UPDATES ARE COMPLETED.

THANK YOU FOR YOUR COOPERATION, AND WE LOOK FORWARD TO  
GETTING TO KNOW YOU AND YOUR FAMILY.

It is my responsibility to understand and familiarize myself with the Parent Handbook and to ask Summit County Preschool administration any questions I may have regarding any policy, procedure, or information contained in the Summit County Preschool Parent Handbook. My signature below indicates that I have reviewed and understand the content present in the Summit County Preschool Parent Handbook.

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Recipient Signature

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Date

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Summit County Preschool Staff Signature

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Date

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Email Address