



Parent Handbook

One Great Program

Two Locations in Fraser, Colorado

At the "Brown Building" (505 Willow Lane)



Toddlers



Junior
Preschoolers

At the "Red Building" (150 Eastom Ave.)



Preschoolers



Pre-Kindergartners



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Our Mission

To provide high quality early learning for children, ages 8 weeks through 6 years, that encourages growth and exploration through cognitive, language, physical, and social/emotional development in a safe and nurturing environment.

Philosophy

Grand Kids Learning Center (GKLC) provides high quality care and early education for all our students. We respect children as individuals and strive to meet them where they are developmentally and encourage growth that will take them to their next milestone.

Our objectives:

- To provide an enriching and nurturing environment for our students that encourages activity, enthusiasm, and creativity through experiential learning.
- Actively involve families in their child's growth and development while being responsive to the family's needs.
- We strive to continuously develop our program by implementing a Quality Improvement Plan (QIP) which reflects the goals of the center and includes a timeline to complete the goals. Outcomes will be shared through our newsletter and a copy of our most recent QIP is available upon request.
- Employ high quality teachers that continuously strive to grow through professional development trainings.

Organizational Structure

Grand Kids Learning Center is a registered trade name of Wapiti Child Care Center Parent Organization (WCCCPO), a Colorado non-profit corporation under IRS code 501c3. An all-volunteer Board of Directors consisting of but not limited to parents or guardians of students are the owners and operators of the organization. Board members are elected to one-year terms and parents from both sites are encouraged to sit on the board. A current list of Board of Directors is available upon request. Board meetings are held monthly. Anyone wishing to attend a board meeting should contact the Executive Director to get the details on when to attend. The Board of Directors holds 2 all parent meetings a year (typically January & July) which allows all families to hear from the board and have an opportunity to contribute. An Executive Director maintains day to day operations.

Grand Kids Learning Center is an equal opportunity child care provider and does not unlawfully discriminate based on race, color, nation of origin, sex, or disability in admission, hiring or access to our program.

Classrooms

Grand Kids Learning Center is licensed to serve children ages 8 weeks through 6 years of age. The center has five classrooms divided between two locations. Our infant, toddler, & junior preschool room is located at 505 Willow Lane in Fraser while our preschool & pre-k classrooms are located at



150 Easton Ave. in Fraser. Each classroom is set with the division of ages to match their graduation year into kindergarten. This allows for a smaller age range in each classroom and provides the students with more individual and developmentally appropriate curriculum. This also allows for only one classroom transition per year typically. This transition happens at the beginning of September, so each class begins the fall curriculum as a unit and has the opportunity to grow and learn as one unit over the course of the year.

All classrooms are equipped with developmentally appropriate materials and equipment. Each classroom has a lead teacher and an assistant teacher daily except for the infant room that only has a lead teacher and support from the office or floating staff as needed. The lead teacher works with the other teachers to ensure a positive child care experience for the children and parents on a daily basis.

Grand Kids Learning Center tries to follow the National Association for the Education of Young Children Teacher to Child Ratios as they are stated below:

AGE GROUP	6	8	10	12	14	16	18	20	22	24
Infants (birth to 15 months) ²	1:3	1:4								
Toddler/Two's (12 to 36 months) ²										
12-28 months	1:3	1:4	1:4 ³	1:4						
21-36 months		1:4	1:5	1:6						
Preschool²										
2.5-year-olds to 3-year-olds (30 - 48 months)				1:6	1:7	1:8	1:9			
4-year-olds						1:8	1:9	1:10		
5-year-olds						1:8	1:9	1:10		

² These age ranges purposefully overlap. Programs may identify the age group to be used for on-site assessment purposes for groups of children whose ages are included in multiple age groups.

³ Group sizes of 10 for this age group would require an additional adult.

The classrooms are as follows:

Bunny Hill Infant Room: Serves children ages 8 weeks to 18 months with the maximum of 8 infants per day with two teachers if the ratio is over 5 for the day. In the infant room, the daily routine is set by the infant. That includes all feeding, napping, playing and diapering routines are individual to each infant. Our teachers follow the routines the infant has at home to the best of their ability. The teachers provide the infants with a warm & stimulating environment that provides the infant with a sense of security. The teachers work with each infant daily to reach their next developmental milestone through play and activities. We also include buggy rides into our routine as weather permits and follow the American Academy of Pediatrics (AAP) safe sleep policies. The transition to the toddler will be discussed with the parent but can occur anytime after the infant is one year of age.

Greens Toddler Room: Serves children ages 12 months to 2 ½ years but is licensed for children ages 12 months to 3 years with the maximum of 10 toddlers per day. We maintain a teacher to child ratio of



1:5 at most. This classroom follows a group schedule as we understand that children rely on routines and consistency. However, the teacher is prepared to be flexible as toddlers are active explorers, eager to try new things and use a variety of materials. Therefore, our toddler room is equipped with a variety of options for toddlers to explore with their whole being. The transition to the junior preschool room will be discussed with the parent but will typically occur the September after the child turns two.

Blues Junior Preschool Room: Serves children ages 2 years to 3 ½ years of age. While guidelines allow for a 1:7 teacher to child ratio, we support a 1:5 ratio with up to 10 junior preschoolers per day. This classroom is designed to be a transitional room to the preschool room. Concepts and curriculum that becomes the focus in the preschool room are introduced in this classroom while being flexible in the day to support this transitional stage all through play-based learning. Communication skills and social emotional development are key aspects into the daily curriculum of this classroom. Toilet training is an active piece of the daily curriculum too as this is often the age children begin to show interest in toilet training. The students must be completely toilet trained to transition into the preschool classroom.

Black Diamond Preschool Room: Serves children ages 3 years to 4 ½ years of age. While guidelines allow for a 1:10 teacher to child ratio, we support a 1:5 to 1:7 ratio with a maximum of 14 preschoolers per day. The preschool room has an active day integrating curriculum into play-based learning through a variety of free choice centers, small group lessons, whole group lessons and field trips. The preschool room uses Creative Curriculum, which aligns to Colorado's Content Standards as a guide for creating a curriculum with appropriate learning experiences and individualized plans for the children. Incredible Years Dinosaur School is also used for teaching social and emotional skills. The preschool class is active in extra-curricular activities as well which can include but are not limited to: downhill & cross-country skiing, gymnastics, swim lessons and tennis lessons.

Double Black Diamond Pre-Kindergarten Room: Serves children ages 4 years through 6 years of age. While guidelines allow for a 1:12 teacher to child ratio, we support a 1:5 to 1:8 ratio with a maximum of 16 prekindergartners per day. The prekindergarten classroom is designed to prepare your child for kindergarten. The prekindergarten room integrates their curriculum into play-based learning through a variety of free choice centers, small group lessons, whole group learning and field trips. Areas of focus include but are not limited to, basic math skills, phonemic awareness, reading and writing skills, science, arts, and social & emotional development through Incredible Years Dinosaur School curriculum.

Transitions: There can be several times a child will transition while at GKLC. New families will receive a tour of the center and classroom their child is enrolling in, a meeting to go over enrollment paperwork.

Transitions between classrooms will typically occur each September when space is available, and it is developmentally appropriate. Transitions can happen at other times to meet each child's own needs based on completed assessments (ex. Teaching Strategies Gold or ASQ), but all transitions will be communicated beforehand. Parents, teachers and director will be in communication about transition periods, including a visitation period and additional documents outlining the new classroom. A tour of the new classroom and a meeting with the lead teacher is also encouraged.



Please see the Executive Director if you would like to schedule a tour of the new classroom. Open communication is essential for the success of these transitions, so we will communicate how things are going and ask that you do the same.

For children transitioning to kindergarten, we have several opportunities to support this transition. We arrange excursions for the pre-kindergarten children to visit the elementary school and interact with elementary students. This can occur through reading buddies, trips to the book fair located at the elementary school and a visit to the kindergarten classes including lunch time and outside play time. We provide many resources for parents about kindergarten readiness, registration and open house dates and requirements. We meet with the local kindergarten teachers and administration yearly to make sure we have all the information needed to help prepare for their last transition with us.

All transitional information will be shared with families via email, in person and/or through parent teacher conferences.

Continuity of Care: GKLC understands and respects the child's need to bond with their primary caregiver and often these bonds are just forming when it is time to transition classrooms. GKLC supports teachers moving up with their same group of students for continuity of care. Teachers are then able to spend a minimum of two years with the same group. This does not happen in all classrooms but does in at least one per building.

Enrollment

GKLC enrolls students as young as 8 weeks and until they are 6 years of age. Students are enrolled based on the following criteria (in order of priority):

1. Children of staff
2. Siblings of currently enrolled students
3. Children supported through Colorado Child Care Assistance Program (CCCAP)
4. Children enrolling three or more days per week

Once space is available:

- Families will have a tour and pre-enrollment conference. Parents are encouraged to bring their child with them and take the opportunity to share information about their child and ask questions they may have before starting care. The conferences must be arranged in advance.
- Parents must select the days of enrollment for their child. These will then be their consistent days that regular tuition will be billed for until families give a minimum of 30-day notice.
 - Parents wanting to enroll their child in only one day a week, will be enrolled on a trial basis to see if their child can adjust to a group setting only experiencing it one day a week. The trial period can last 2-4 weeks before determining if one day a week is a good fit for both parties.
- Your child's schedule will be secure once are confirmed with the Executive or Site Directors and a nonrefundable deposit fee of \$100 is received (\$50 will be credited on your first month's invoice).



- All required paperwork: enrollment forms, medical releases and information, policies and procedures and parent contracts must be completed and returned by your child's first day of care to start their first day.
 - It is the family's responsibility to always keep these forms updated. This must be communicated directly with the Executive Director or Site Directors.
 - PLEASE NOTE: We appreciate & respect the personal choices parents make regarding state recommended immunizations for children from birth to school age. However, please take notice that we are responsible for the health and safety of all our children, therefore, we are unable to accept any child without the state recommended immunizations from birth to enrollment date.

Disabilities

A child will not be denied enrollment due to physical, emotional, or mental disabilities. Every effort will be made to accommodate all children. Children with such disabilities will be admitted on a trial period to determine if the child's need can sufficiently be met with the program's curriculum and physical spaces. If the center cannot meet the needs of the child, other options will be discussed with families and more effective arrangements will be explored.

Schedule Changes

If you would like additional days or change your child's current days, please notify the director of this need. The request will be accommodated based on availability. If space is not available, your request will be added to the wait list.

If you need to drop a day or leave the center, you must submit this change in writing 30 days prior to the request. This notice may be made via email. Families are responsible for payment of the current schedule for those 30 days.

As stated above, one priority for enrollment is given to those attending fulltime or the majority of the week (3 or more days). If your child attends 2 or less days per week, you may be asked to go to 3 days per week, at minimum, or forfeit your child's spot to an enrollee or enrolled child wanting fulltime care. You will be asked to make this decision not less than 30 days before the change will be made and will be given 48 hours to make the decision. If you choose to forfeit your child's spot, you will still follow the 30 days' notice requirement on payments.

Tuition

Once you enroll, tuition is required to hold your child's spot on your child's scheduled days.

Registration Fee \$100 to which \$50 will be credited back on your first month's invoice

Reinstatement Fee \$25

Infant Room: \$60 per day

Toddler Room: \$55 per day

Junior Preschool Room: \$50 per day

Preschool & Pre-K Rooms: \$45 per day

Infant Materials Fee: \$2 per day



- This fee will help cover the costs of all the items we don't require you to bring each day, such as, but not limited to: bibs, crib sheets, sleep sacks, bowls, spoons, toys, pictures around the classroom, sensory supplies, and most frequently needing replacing...our books.

Educational Materials Fee: \$2 per day for Toddlers, Jr. Preschoolers, Preschoolers & Pre-kindergartners.

- All children enrolled in the toddler and all preschool rooms will be charged a \$2.00 per enrolled day for educational materials. This fee covers art & craft supplies as well as books and educational materials purchased by the center.

Snack Fees:

- Toddlers & Junior Preschoolers (at our 0-3 year old building) will be charged a monthly fee of \$15 to cover the costs of daily morning & afternoon snacks that are served at the center.
- Preschoolers & Pre-Kindergartners (at our 3-6 year old building) will be charged a monthly fee of \$20 to cover the costs of daily morning & afternoon snacks that are served at the center.

Tuition Assurances:

- Colorado Child Care Assistance Program (CCCAP): We accept children receiving this assistance and will provide families with information about the program to see if they qualify.
- Scholarship funding is available for families in need who, don't qualify for CCCAP, to apply for. Specific scholarship guidelines will go out before each scholarship cycle for details on qualifications and requirements for applying. Please ask the Executive Director for those if you would like them in advance. Scholarships are awarded through a blind application process two to three times a year if funding is available. Funding is provided by grant awards and is not guaranteed as grants are competitive with limited funds.

Late Fees:

- These fees will be assessed for any person still in the building past our 5:30pm closing time. This is **STRICTLY ENFORCED**.
- Fees as followed:
 - First Offense: \$10 per 10 minute segment past closing time
 - 2nd Offense: \$20 per 10 minute segment past closing time
 - 3rd Offense: \$30 per 10 minute segment past closing time
- Additional offenses will be evaluated by the Board of Directors and Executive Director. Termination for services are possible in this situation

Absences:

- Tuition is not adjusted for a child's absence.

Billing:



Invoices are sent at the beginning of each month for the month we are in. Payment is due on or before the 10th of the same month for all services invoiced.

Payment options include: checks, exact cash, or automatic withdraw. Automatic withdraws will be taken out on the 10th of the month unless it falls on a weekend/holiday then it will be taken out the business day before the 10th.

Payments must be made by the 10th of the current month, otherwise a late fee of \$30 will be charged for each month that is late.

Families whose accounts become 60 days in arrears are eligible for immediate termination.

For families experiencing financial difficulties a payment plan may be set up with the Executive Director **before** the invoice due date.

Termination of Child Care Services

GKLC reserves the right to terminate care of a child. Reasons include but are not limited to:

- Failure to pay for services rendered within the payment policies described herein.
- Disciplinary reasons concerning a child's behavior. At any time when the staff & Director feel they are not able to support the needs of a child, and that the child poses an unsolvable disruption to the program, GKLC will have the right to request the child to leave.
- Any child over the age of 3 years of age, posing a biting problem which the Director or Assistant Director feels is becoming a hazard will be subjected to the following:
 - Excessive biting (3 or more times) in one day may require dismissal for the day.
 - Three daily dismissals in one week requires suspension for a week.
 - Two suspensions in one month require expulsion for an indefinite period of time. The time will be determined by the Executive Director/Assistant Directors and Board of Directors.
- Conflicts or incidents that compromise the integrity of the center including but not limited to not following the parent code of conduct.

Normally, dismissal for behavioral reasons is not requested without the minimum of two conferences with parents and seeking outside professional help. This includes behavioral or health/safety issues.

Hours of Operation & School Closures

GKLC is open at both locations Monday-Thursday 7:20am-5:30pm and open on Fridays 7:20am-5:30pm at our 505 Willow Lane location only. These times are subject to change if we are in a pandemic and at that time the pandemic policy hours of operation will apply.

GKLC is closed for:



Memorial Day, July 4th, Labor Day, Thanksgiving Day & Day after, Christmas Eve, Christmas Day, and New Year's Day. If these holidays fall on a weekend, additional weekdays will be closed but with advanced notice. You are not charged for these holiday closures.

GKLC can be closed up to two additional days for cleaning. Specific dates will be announced at least one month in advance to allow ample time to arrange alternative care. If GKLC is closed for preplanned cleaning days, then tuition will not be collected.

Before major holidays and the observed Spring Break for East Grand School District, families will have the option to opt out of their regularly scheduled days with at minimum of a 30-day notice. If the deadline for opting out is followed, families will not be charged for those days. Specific information will be emailed before these dates occur.

Unplanned Closures:

GKLC typically follows East Grand School District emergency closures. The decision to close will be made by our Executive Board of Directors.

Any unplanned closure will not be credited or refunded. If closures last over one week, the Board of Directors will look at the specific situation to determine if credits will be given. GKLC does not give refunds.

Daily Routine Information

Arrivals & Departures

Arrival Times:

Families may drop off their child anytime between 7:20am and 9am. Beginning our day together is essential for establishing traditions & routines and essential for effective learning. Therefore, it is very appreciated that the designated arrival time is respected.

If a family must drop off after this time, please make sure the center is notified by either sending a message on Brightwheel or by calling the child's classroom directly to ensure that arrangements can be made to minimize the interruption to the classroom.

If a child arrives late to school and their class is on a planned field trip, the parent is responsible for the care of their child. Children will not be allowed to attend another class.

Departures:

GKLC closes at 5:30pm. If a parent is unable to be at the center by closing time, he/she must notify the center immediately and make alternate arrangements if needed. Late fees will be assessed according to the "Late Fee" section under "Tuition."



If a child is not picked up by 5:30pm, the teacher will attempt to reach the parents. If parents cannot be reached, the teacher will attempt to reach the emergency contacts. By 5:45pm, if all attempts to reach someone have been exhausted, social services/police department will be notified.

Early pick ups must be communicated to the classroom teacher at arrival time or via Brightwheel.

If someone other than the primary caregivers plan to pick up your child, please notify the teachers in writing in advance, make sure they are on your approved pick up list and they bring their photo ID for proper identification. The police department will be called if an attempt is made to pick up a child without authorization.

If there is a question regarding the ability of a parent/guardian to adequately care for their child/ren when they pick up, proper authorities will be notified.

Sign In & Out:

Parents are required to check their child in and out daily using the Brightwheel app located on the tablets in each classroom or by the entry door. Please make sure that a teacher knows when your child arrives or leaves.

In the event of a fire or evacuation, our teachers use Brightwheel on the tablets to account for all children.

If your child is scheduled to attend a field trip, there will be an additional permission slip at drop off to indicate the specifics of that trip.

The school does not become responsible for children until they have been signed in and acknowledged by a teacher. Upon signing out, parents resume responsibility of their child.

Safety Considerations at Arrival & Departure:

GKLC Brown Building (505 Willow Lane) is located in a neighborhood residence and it is imperative that all vehicles adhere to the neighborhood speed limit of 5 miles per hour and proceed with caution.

GKLC Red Building (150 Eastom Ave.) is located across the street from Fraser Elementary where children are present daily, and it is imperative that all vehicles adhere to the school zone speeds and proceed with caution.

No smoking on either property. This includes in your vehicle if parked at either location.

Meals & Snacks

Children are encouraged to eat breakfast at home before school. If your child arrives before 8am, he/she can eat a parent provided breakfast at the center.

All families with students enrolled in the infant room are required to bring all food and drinks consumed by their child. Infants will be fed on individual schedules. All infant food & milk must be clearly labeled including identification if the milk is breast milk. All pieces of the bottle must be labeled clearly. We support parents who wish to come nurse or feed their infant.



A healthy morning and afternoon snack are provided daily to students in the toddler room or older. Parents are responsible for providing one snack monthly for the building their child is in. Please see monthly snack calendar for amounts and items needed. Any family that doesn't provide their required snack will see a snack fee charge on their next invoice. If a child has severe food allergies, a meeting with our Public Health Nurse will be required to determine if group snacks are safe for that child.

Lunches are provided by the family and are brought in daily for their child. A healthy, well balanced meal should be brought in an individual, labeled lunch bag. Food needs to be in as ready to eat form as possible (cut into bite size pieces, oranges peeled, etc). A refrigerator is available for storing the lunches and a microwave is available to warm food up.

Each child must come with a filled water cup daily. Refills will be made as needed. Additionally, students can come with filled milk cups as well. These need to be in non-spillable cups. If you wish your child to have more than one cup of milk, please bring an additional filled cup. Sugary drinks are not permitted.

Wednesday Pizza is available to add to your child's lunch for a charge of \$1.25 per week for students in all the preschool rooms.

Children are required to wash their hands following proper guidelines before all meal/snack times.

Daily Rest/Nap Time

Infants nap on their own individual schedules. All other children have a state mandated daily rest time from 1:30-3:30pm. Rest time is important for children to rejuvenate and grow their bodies so a minimum of 2 hours per day and maximum of 2 ½ hours per day of rest time will be available for each child. If your child does not fall asleep after an appropriate amount of rest time, children will be invited to read books and other quiet activities.

Each child is provided their own rest mat. Parents are required to provide a fitted standard crib sheet & blanket to be stored in a reusable bag. Linens should be taken home at the end of your child's school week to be laundered and brought back to the center at the beginning of their next week. Please label all these belongings as well.

Outside Play & Field Trips

Outside Play:

Outside play and exploration is an important part of our daily curriculum. Each classroom, excluding infants, has at least one hour of play scheduled for outside daily. Some variations do occur during different seasons based on the weather, a little less in winter and more in the summer. The fresh air and gross motor play is important so our children will go outside in varying conditions, such as, snow, wind, cold temperatures and light rain. However, children will remain indoors during hailstorms, thunderstorms with lightening, smoke from wildfires, and in any extreme wind or heat.



However, the toddler classroom will not go outside if the temperature is below 20 degrees and all preschool classes will not go out if the temperature is below 5 degrees. Infants will go out for buggy rides if the temperature is about 32 degrees and conditions are pleasant.

Please dress your child appropriately and make sure they have proper attire for outside play.

*Please see separate handouts for more complete clothing requirements & required supplies.

Children must wear sunscreen when outdoors. GKLC provides sunscreen for the children, however, if you prefer to provide your child with their own sunscreen, please label it with your child's first and last name and give it to a teacher so they can store it in a safe spot.

Field Trips:

GKLC believes it is important to explore our county and opportunities allowed through our community such as ski lessons, so field trips are a regular part of our curriculum for our preschool age children. Per state guidelines for safety purposes, all field trips (excluding gymnastic lessons) only allow fully toilet trained children to attend. Please see toileting section below. GKLC enjoys many outings around our facilities, so it is common for the students to take walking field trips. There is a permission form in the enrollment packet for the walking field trips. All other field trips will have an individual permission form before the outing. Please refer to the safety section for more details on safety procedures during field trips.

Diapering & Toileting

The infant, toddler & junior preschool rooms are equipped to handle diaper changing. Families are responsible for bringing all diapering needs including disposable diapers, wipes and any diaper cream (additional form is required) needed. Cloth diapers are also acceptable if they have a liner, come with a sealable plastic lined bag to store used diapers in and are taken home DAILY to be properly laundered.

Our toddler and junior preschool rooms are designed to assist children who are potty training. Classroom teachers & parents will work together to decide if a child is ready to begin toilet training. Once it is determined that a child is ready, frequent opportunities will be offered to allow the child to sit on the toilet and try. A child will never be forced to try to potty.

Once a child has 2 consecutive days at home in underwear, then they may come to school in underwear. When they come in underwear, they must wear clothing that is easy for them to be successful in. We have found that "oneies," overalls, and pants with buttons, zippers and snaps are difficult for beginning toilet trained children to have success in. For sanitary and safety reasons, we must put them back in a diaper if they have two accidents at school. Please make sure multiple sets of spare clothes are at school for your child during this training process.

Once your child is assumed toilet trained (i.e. coming in underwear regularly) the following guidelines will be followed for those children that have recurrent accidents:

- *The First Accident:* The teacher will assist and help the child into the spare clothes provided by the parent/guardian that is stored in the child's cubby.



- ***Two or More Accidents per Day:*** The child will be sent home for the remainder of the day. If accidents become a daily occurrence, a meeting between parents and director/assistant director will be scheduled to discuss the best course of action.
- ***Accidents with Field Trips:*** If your child has more than one accident on the field trip, you will be called to pick your child up from the field trip location immediately. If accidents have been frequent leading up to the field trip, your child will not be able to attend the field trip due to health & safety concerns. It will be your responsibility to care for your child until the group returns.

Personal Belongings

Our focus is child discovery and exploration so personal belongings at school should be limited to only the needs for the day, such as appropriate clothing/outdoor gear, diapers, lunch, drinks, and nap belongings. Please leave toys and books at home.

Your child should come dressed for the day of exploration which means they should be clean, comfortable for movement and potty independence. GKLC strives to only explore with fabric safe materials but we are not responsible for paint, markers, dirt, snacks, etc on their clothing.

Having a complete supply of spare clothes for your child daily is essential as well. There are many reasons why a change of clothes could be needed, so having spares for each child ensures that they are properly geared for the remaining part of their day. Please make sure spares include socks and underwear (if potty trained or in the process of). Also, don't forget to change out clothes for each season and as they grow. *Please use a permanent marker to put your child's name on all clothing left at the center.* The center is not responsible for any lost or misplaced belongings.

We have varying weather in our mountain community that requires specific clothing needs. For the winter, please supply your child with: waterproof snow pants, coat, boots, mittens and a winter hat. For the summer, please supply your child with a sun hat as well as a light coat.

*Please see separate handouts for more complete clothing requirements & required supplies.

Toys and money are not allowed at the center unless it is requested for a special occasion.

Bottles are not allowed in any classroom other than the infant room. Pacifiers are allowed for infants as long as they aren't walking and for toddlers during nap time.

Screen Time & Technology

Grand Kids Learning Center does not focus our curriculum on technology use, however, there are teachable moments that can be enhanced with the use of technology, so on occasions we might bring in a short educational video on a tablet or let our older classrooms explore educational, interactive games that enhance the child's educational experience.

Specifically, we follow the following guidelines:



- There will not be any screen time for children under 2 years of age, as recommended by the American Association of Pediatrics.
- All tablet time will be supervised by a teacher.
- Screen time will be limited to a maximum of 20 minutes total per day.
- GKLC does not have any televisions at either location. If a special program occurs, parents will be notified prior and permission to view will be required.

Discipline

The goal of GKLC is to provide a safe place for all the students to learn and grow. We work to teach all the children social and emotional skills to work through their problems and find safe solutions. In the youngest classes, this is most often seen through redirection and the teacher talking through what they are seeing. As the child develops, those conversations develop by helping the child identify their feelings and working to find appropriate ways to understand those feelings. We provide quiet spaces in each room for the child to take a break if needed. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff.

If a child presents challenging behaviors, the director, lead teacher & parents/guardians will work to find the cause of the behaviors then work to create a plan to replace those behaviors with more appropriate behaviors. We have outside resources we can utilize during this process too.

If interventions aren't effective and unsafe behaviors continues then the following will happen:

- **First Warning:** The parents/guardians will be notified of the behavior by teacher-parent communication the day the behavior occurs, and a copy of the incident report will be sent home.
- **Second Warning:** If the same type of behavior continues to occur, then another conference will be set up to reevaluate the prior plan and the commitment to implement the plan will be made for home and school.
- **Suspension:** The child will be suspended from school without tuition reimbursement if the behavior continues. A conference must be held with parents/guardians and the director and lead teacher prior to the child returning to school. The number of days for suspension will be at the discretion of GKLC. If the child is sent home after 12pm then the child will not be able to return on the following school day. Outside intervention may be a prerequisite for returning to school.
- **Required to Withdraw:** If there is failure to comply with the process listed above then the parents/guardians will be asked to withdraw their child. Re-evaluation may occur under the appeals process.
- **Appeals Process:** The parents/guardians will be given the opportunity to appeal the decision to the Board of Directors. The Board will hold an executive session to determine the outcome. The best interest of the child and the center will be considered to reach a decision.
- **Variances in Policy:** The discipline policy may be set into action at any step of the process depending on the seriousness of the offense and the recommendations of the Director, Assistant Directors or teachers. The Board of Directors will be notified of any variances. Variances in the policy may include but are not limited to:



- Deliberate harm to another student, teacher or school property.
- Any unsafe behaviors that occur prior to a field trip or off-site event (such as skiing, field trips, etc) 1st offense the child will stay with the director. 2nd offense the child will be sent home for the day.

No Tolerance on Violence

While we encourage children to be creative learners and to use their imagination, we have a no tolerance for violence. Violence includes but is not limited to pretending to use a weapon that could hurt someone. Redirection to a more appropriate choice will be the teacher's first step to help. Depending on the severity of the behavior, additional steps will be taken if necessary.

Toys that are violent in nature will not be allowed at the center at any time. This includes but is not limited to costumes brought to school and other toys brought from home.

Safety

Key Code Entry

To help ensure the students are always as safe as possible, GKLC has key code entry to all classroom doors at both locations. Upon enrollment, you will receive the door code. This is not to be shared with anyone that is not a main care provider for your child. Anyone not affiliated with GKLC must knock or ring the doorbell and wait for approval before they are able to access the classrooms. When a family or teacher leaves the center, the lock codes will be changed. Otherwise, the codes will change every three months. Please help us keep your child safe by always closing the doors behind you and making sure they latch.

Visitors

All visitors are required to sign in with the office or upon entry into the building. All visitors will always be accompanied by a director or teacher.

Release of Children/Emergency Contacts

Children will only be released to persons authorized by the parents. They must be listed on their emergency contact form or have given written permission for the person to pick up their child. Picture identification is required if the staff member has not been introduced to the adult (including parents) responsible for picking up the child. Verbal authorization is only allowed in an emergency situation and picture identification will be required.

It is the responsibility of the parents to make sure the emergency contact information and the persons authorized for pick up form is correct and up to date. Any changes to these contacts will be



made through the Director. This information is important in case of an emergency and the parents cannot be contacted.

Missing Child

Children are always under teacher supervision. Teachers do head counts throughout the day, especially during those transition times such as going from inside to outside or outside to inside to ensure all children are always accounted for. In the event of a missing child, the center will assume “lock-down” mode not allowing anyone to leave the premises. The present children will remain in their designated classrooms with the teacher. The Director or other designated staff will search all outside areas and all rooms indoors. After every area of the premises is searched and the child is still missing, then the parents will be notified of their missing child. The Director & parent will decide the appropriate action to be taken at that time. If the Director is unable to reach the child’s parents, the police will be notified, and their assistance will be utilized.

Emergencies

In an emergency situation with a child, the child’s parents will be immediately notified, and medical care options will be discussed. If the school is unable to reach a parent, the child’s emergency contacts will be called. Teachers will take all necessary emergency actions until the contact person is reached and can decide further medical attention. If transportation of the child is required, only an ambulance or other emergency vehicle may transport the child.

In the event of a life-threatening injury, including but not limited to: a child not breathing, excessive bleeding, loss of heartbeat, faints, or seizures then the Director or Teacher will call 911 and perform CPR/First Aid until an ambulance arrives. The parents will be contacted after medical personnel are on their way.

Evacuations

Reasons for evacuations can include but are not limited to fire drills, fires, or natural disasters. Specific evacuation procedures are in a separate document.

Extreme Weather

In the event of extreme weather, the Executive Director will monitor the extreme weather and consult the Board of Directors to determine if the school needs to be canceled, start late, or close early. Parents will be notified immediately through our Brightwheel app. If an early closure is required, we need families to respond promptly. If they are not able to, then an emergency contact needs to be available.

Field Trips

Parents will be notified in advance for field trips that require transportation. A signed permission form is required for each field trip that your child is transported in a school vehicle. If transportation is required, we will use one of the GKLC vehicles to transport the children. All children will be



securely fastened in a proper 5 point harness child safety seat. A minimum of two teachers will be present on all field trips and in the vehicle. Proper staff to child ratios will always be kept.

In the event of vehicle trouble while en route:

The van will pull over to the safest area possible. A vehicle safety check will be administered by the driver, if the vehicle is safe to stay in then the children will remain there while the teacher phones for assistance. We will send another GKLC van to pick up the children immediately. If the vehicle is not safe, then it will be evacuated and the children will wait with the teachers in a safe space.

In the event of an accident while driving or on the field trip:

Our priority is the safety of the children. 911 will be called immediately while first aid and/or CPR procedures are followed, if necessary. The teachers will remain with the children while they wait for help.

Fire Safety

Fire drills are held regularly at random times for children and staff to be familiar with the fire evacuation procedures. Fire drills are consistent with local fire department procedures. A record of the drills is maintained at each location.

In case of an evacuation due to a fire, our 150 Eastom Ave. location will gather at Old Schoolhouse Park and our 505 Willow Lane location will gather at the front entrance of Wapiti Meadows. Parents will be notified right away to pick up their child. Children with disabilities will have a modified plan to meet their individual needs.

Natural Disasters

In the case of a natural disaster or other declared emergency, all parents will be notified and asked to pick their child up as soon as possible, if the situation allows for a safe pick up. The Executive Director and teachers will work closely with emergency personnel and keep the children safe until it is cleared for parent to pick up their child.

In the event of an emergency evacuation where immediate evacuation is enforced, the teacher will engage in an emergency transport plan. This plan could utilize teachers' personal vehicles along with GKLC's vehicles to transport all the students as quickly as possible to safety.

Child Abuse

All Grand Kids Learning Center staff and teachers are required under the "Child Protection Act of 1987" in the Colorado Children's Code to report suspected child abuse or neglect. The law states that if a child care worker has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonable 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." All concerns will be reported to the Grand County Department of Social Services at P.O. Box 204, Hot Sulphur Springs,



CO; 970-725-3331. Please see child abuse form in your enrollment packet for more information on what teachers are required to report on. All staff reviews the requirements and the signs of abuse or neglect yearly.

Firearms/Weaponry

At no time is weaponry or any form of firearm permitted on Wapiti Child Care Center Parent Organization dba Grand Kids Learning Center's properties or premises for any reason.

Health Policies

Required Medical Documents

Medical Statements: All students are required to have medical statements signed by an approved health professional yearly. It is the parent's responsibility to provide this document to the director.

Immunizations: Current immunizations must also be given to the director after every round of immunizations. We appreciate and respect the personal choice parents make regarding state recommended immunizations for children from birth to school age. However, please take notice that we are responsible for the health and safety of all our children, therefore, we are unable to accept the enrollment of any child without the state recommended immunizations.

Infant Care Plan: All students enrolling under the age of one will be required to provide a plan from the approved health professional outlining their care plan for their first year of life.

Health Consultant

Grand Kids Learning Center works regularly with a local Health Consultant that visits our sites at least once a month. The qualifications of a health consultant may include pediatrician, pediatric nurse practitioner, or an R.N. or Ph.D. experienced in childcare health. Our health consultant reviews and advises on all GKLC health policies.

Medical Home

Every child should have the opportunity to have a medical home. A medical home establishes a partnership between parents and healthcare providers. We encourage all children to have a medical home. If your child does not have a medical home, we have medical resources available that can be emailed, or copies can be given.

Daily Health Inspections

For the safety & protection of the children, each classroom will follow the recommendation of the Centers for Disease Control (CDC) by providing each child with a health check prior to the child entering the group. Each child will be checked for the following:

- Severe Coughing



- Breathing Difficulties
- Yellowish Skin or Eyes
- Pinkeye (tears, redness of eyelid lining, irritation, swelling, discharge, etc.)
- Infected skin patches or a rash accompanied by a fever
- Feverish appearance
- Unusual behavior-crying more than usual, lethargy, generally feeling unwell

Parents are expected to promptly (within 45 minutes) pick up their children from the center when any of the conditions above exist.

When a child becomes ill during the school day, we make every effort to reach parents. If after 10 minutes we have not reached parent/immediate guardian, then we will call the emergency contact provided by the parent in enrollment forms. Parents must provide at least one local (within 45 minutes from Fraser) emergency contact.

Illness

For the safety and protection of all the children, we can only provide care to well children. Having ill children at the center presents the very real possibility that others can be infected. While we understand that parents need to be at work, we need to enforce this policy to protect all the children and staff from unnecessary exposure to communicable diseases. We follow the guidelines developed by the *American Academy of Pediatrics* and the *American Health Association* as well as those outlined by Grand County Public Health. Parents who repeatedly fail to follow policies related to keeping children at home when they are ill may be required to withdraw their child from the center.

Infection Control & Personal Hygiene: Children are encouraged to develop desirable habits of personal hygiene, including washing hands upon entering the school, after toileting, diapering, before & after meals, and any other time they are soiled. Eating a variety of nutritious foods is also encouraged. In addition to instructing children in these habits, teachers model these behaviors.

Infectious Diseases: When a communicable disease has been introduced into the center, parents will be notified. The center also will report these occurrences to the state and local health departments when required. Parents are urged to notify the center when their child is known to have been exposed to a communicable disease outside of the center.

The director may determine that a child who does not appear to be fully recovered from an illness cannot be readmitted to the center without a statement from a physician stating that the child is able to return and participate in the activities of the center or is no longer infectious.

We reserve the right to refuse care due to illness.

In the case of impetigo, lice, ringworm, pinworms, rashes, chicken pox, thrush, hand, foot & mouth, etc. must be NON-CONTAGIOUS before returning to the center.

When a Child Needs to Stay Home



For the safety and well being of the entire center, please keep your child home:

- If your child has a fever. A fever is defined as 100 degrees or higher. Your child's temperature should be normal without medication for 24 hours before your child is brought back to school. If your child has a fever in the evening, he/she can not be brought to school in the morning, even if their temperature seems normal.
- If your child vomits. They must be vomit free without medication for 24 hours and eating normally before returning to school.
- If your child has diarrhea. Diarrhea, as defined by the CDC, consists of two or more abnormally loose stools. A child should not return to the center until their bowel movements have returned to a normal consistency for 24 hours.
- If your child has conjunctivitis (Pinkeye): a child with pinkeye must be on medication for 24 hours before returning to school.
- If your child has a rash: body rash, not associated with diapering, heat or allergic reactions, especially with or following a fever or itching.
- If your child has any communicable disease
- If your child has Hand, Foot, and Mouth: a child appearing with sores on hands, feet, mouth or other areas of their body may not come to school until sores are completely healed. An exception for children over three years of age: they may return to school after all sores are scabbed over and the child is not drooling.
- If your child has a sore throat or swollen glands coupled with a fever or swollen neck glands.
- If your child has a runny nose with thick green or yellow mucus
- If your child has discharge from their ear or has a severe earache
- If your child has lice or scabies: Children may not return to school until they are free of lice and nits (eggs). Children with scabies may return after treatment.
- If your child is unusually tired, pale, shows lack of appetite, is difficult to wake, confused, or irritable.
- If your child is requiring one on one attention and unable to participate in a group setting.

Please note that the classroom teacher will use their best judgment, as well as these guidelines, to determine when to send a child home.

Pandemic

In the event of a pandemic in our area, our center may close for an undetermined amount of time to lessen the spread of the disease. We will follow any requirements issued by the Department of Public Health and the Office of Early Childhood. Tuition will be determined by our Board of Directors at the time of the pandemic.

Health and Safety After a Pandemic:

At the time of reopening after a pandemic, families will be given additional health and safety procedures that will be required to follow throughout a pandemic recovery period as well as disclosure and waiver forms that must be completed before a child can return to care.



Allergies

If your child has allergies, they must be discussed in detail with the teachers and directors. For food allergies, a written description signed by the parent and doctor must be on file and updated yearly. An allergy needing medical treatment (i.e. epipen) must have a written plan completed by our health consultant, parent and doctor must be reviewed with health consultant, parent & teachers. This plan must be on file and updated yearly at minimum. If at any time, a child develops an allergy, Grand Kids Learning Center must be notified in writing and/or in person immediately.

Check with your child's classroom on specific allergy restrictions that apply to the entire room, such as a nut free classroom.

Medical Emergencies

In an emergency with a child, the child's parents will be immediately notified, and medical care options will be discussed. If the school is unable to reach the parent, the child's emergency contacts will be called. Teachers will take all necessary emergency actions until the contact person is reached and can decide further medical attention. If transportation of a child is required, only an ambulance or other emergency vehicle may transport the child. An authorized representative of the center will accompany the child and remain with the child until parents arrive. GKLC assumes no responsibility for the costs associated with emergency care.

In the event of a life-threatening injury, including but not limited to: a child has stopped breathing, excessive bleeding, loss of heartbeat, the teacher or Director will contact 911 and First Aid/CPR will be given until an ambulance arrives to transport the child to the nearest medical center. The parents will be contacted after medical personnel are en route and told where to meet their child.

Accidents

First aid kits are kept in each classroom and on all playgrounds. All non-emergency accidents that break skin or leave a mark will be documented on an accident report and reported on Brightwheel. Copies of the accident report will be kept in the child's file. All other non-emergency accidents will be reported on Brightwheel.

Medications

Medications can only be administered to a child after the parent and physician have completed and signed the "Permission to Administer Medication" form. The medication must have prescription directions that match the form. Once the forms are completed, the medication can only be administered by teachers who have completed Medication Administration course and training. A medication log will be kept for each medication given at the center.

Medication Storage: Medication prescribed for an individual child must be kept in the original container bearing the original pharmacy label which shows the prescription name, date filled, doctor's name, directions for use, and child's name. Medication will be kept in a locked medication container, out of reach of children, and in the refrigerator, if needed. Parents need to check the



expiration dates on medications. We reserve the right to dispose of expired medications. All medications must be taken home on a daily basis.

Non-Prescription Medication: Preventative care medication, such as but not limited to: diaper cream, lotion, chapstick, can be given after proper forms are completed by the parent. These items must be labeled with your child's first and last name and kept in a safe place in the center.

We may not use essential oils or any airborne medication.

Family Partnerships

Brightwheel App

Brightwheel is a communication tool for parents and teachers that is used as the primary communication at GKLC. GKLC has tablets and cell phones in each classroom that are used for parent communication through the Brightwheel app. Brightwheel is used to track your child's day in the classroom. The types of information can include but isn't limited to: daily activities, incident reports, snacks, pictures & messages. It is also the best way to contact your child's teacher directly. Teachers' attention is always focused on the students and their activities first, but they will update Brightwheel when it is convenient, as to not take away from the experience of the children.

Brightwheel can be used to ask for trade days but any questions regarding billing or regular scheduling, please call our main offices to speak to the Executive Director or Assistant Directors at (970) 509-5002 ext. 1 or 2.

We ask that parents download the app and link up with their child's unique code given before their child begins school. If parents do not have access to smartphones or tablets, they are able to log in on a computer. Please let the director know if this is unobtainable for you and other communication methods will be arranged.

Each family will receive a unique code that will give them access to view information recorded about their child, only. It is the discretion of the family to decide who they share this unique code with. Each family must sign our photo release to allow their child's photo to be added to the Brightwheel app.

Other Forms of Communication

GKLC also uses emails, written notes, and phone calls to communicate with families.

All families must have a working phone number that they can be reached right away at while their child is at GKLC.

Families will receive regular email communication as well. Please make sure the Executive Director has the best email for communication to go out to. Monthly newsletters and billing information always go out via email. Parents should check their email regularly for any information or notifications that come up and are emailed.



Lastly, please check your child's lunchbox and the entrance areas at both facilities for any notes or flyers about upcoming events or classes.

Conferences

Time will be set aside in the fall and spring/early summer to schedule conferences with your child's primary teacher. Conferences are designed to provide parents with an update on their child's development, discuss concerns or issues, celebrate successes, and provide time for parents & teachers to set future goals for their child.

While the school maintains an open-door policy, we simply cannot hold in-depth conferences at a moment's notice. Please feel free to speak with any of the teachers at any time with quick questions. When more time is needed, additional conferences can be set up throughout the year at the request of the teacher or parent.

Assessment Tools Used

Teaching Strategies Gold (TSG) (For Observation-Based Assessment) Each child starts the year knowing, doing, and needing different things. To help our teachers get to know the children and to support them in learning at their own pace, GKLC use TSG, an observation-based assessment system. We will be capturing information about what your child can do. Teachers will:

- Take notes, photos & videos on what he/she sees and hears during regular, everyday activities throughout the year.
- Collect samples of writings & drawings.
- Compare the information collected with what research tells us can be expected for children of similar ages.
- Use the information to support your child's learning & meet his or her individual needs.

This observation-based assessment is NOT: formal or standardized, a narrow picture of a child's ability at one moment, a flat measure of ability, pulling children from the classroom for assessment, or a screening tool.

Ages & Stages Questionnaire (ASQ-3) (Standardized Developmental Screening) GKLC is committed to offering quality education & supporting children to reach their maximum potential. The ASQ-3 is a standardized developmental screening tool that can be completed by the parent/guardian and classroom teacher. The ASQ-3 is typically completed when the child enrolls in the program, changes classrooms or in preparation for the start of the fall curriculum. The ASQ-3 is then scored automatically by the app or by the trained classroom teacher. The results are shared with the family by the classroom teacher and/or director. The results provide valuable information for your child's classroom teacher to embed learning opportunities into the daily routine & individualize curriculum to support your child's growth and development. In the event that there is a concern regarding your child's development, our staff is trained to help make sure families connect with community resources. We also recommend all ASQ-3 screening results are shared with your primary care provider and if you complete an ASQ-3 with your primary care provider then you share those results with us.



Screenings Offered

Grand Kids Learning Center partners with Grand Beginnings and Public Health to offer hearing, vision, and dental screenings to all our students. We offer the screenings at least once a year but typically twice. We follow the Grand and Jackson Counties Referral Roadmap for hearing, vision, oral health and development screenings. Please ask if you would like to have a copy of the entire roadmap. We provide any child needing a referral with a list of resources for the parents as listed in the Roadmap and in the Grand Beginnings Resource Guide. These will be given to all families that receive a referral and are available to all by request. Referrals are logged & tracked by GKLC.

Donations

Monetary donations are excepted. Toys, books, and furniture are accepted with approval from the Executive Director or Assistant Directors and by appointment only.

Home Language & Interpretive Services

GKLC works with any family to accommodate a dual language learner during their time at our center. Interpretive services can be arranged for most languages for family conferences and/or written communication.

We support and encourage any home language and culture at our center. Sign language interpreters are on site as well.

Parent Participation

GKLC loves and appreciates parent participation throughout our program. We encourage families to participate in their child's school experiences by sharing a special activity such as music, dance, cooking, holiday celebrations, reading books, or volunteering in the classroom. Spending time in the classroom give you firsthand experience of the school and allows your child to share a part of his/her experiences with you. This helps to establish a connection between home life & school life, which we find is of great benefit to the children. We invite all families to participate in center activities, volunteer opportunities and parent board opportunities.

We cannot do everything alone as a non-profit organization. Therefore, we ask parents to participate as listed below as part of their parent agreement for the betterment of the organization.

Volunteering Each family is required to volunteer one hour of service per day their child is attends weekly as well as Fall Festival and/or the Golf Tournament.

Fundraising GKLC relies heavily on fundraising. Throughout the year, there will be several fundraisers such as dining nights, artwork & Lifetouch Portraits sales as well as our Annual Fall Festival & Golf Tournament.

Fall Festival & Golf Tournament Requirements are as followed:

- Minimum of 4 hours of volunteering at either event per child enrolled
- Donation of bake sale items, minimum of 2 items (details as event approaches)



- At least one silent auction item

*Please note, if you are not able to volunteer yourself for the fall events, it is your responsibility to find a suitable replacement for your time commitments.

Scholarship Commitments Through our Early Childhood Council, Grand Beginnings, families in need of tuition assistance has the opportunity to apply for scholarship funding 2-3 times a year. Separate email communication will be sent at these times. If a family is awarded scholarship funds, then they will have the commitment of completing 2 additional hours of volunteer work per cycle.

Family Engagement Opportunities

GKLC supports many opportunities for families to engage with each other and the teachers at the center. Communication will be sent out in advance to alert families of these opportunities.

One of the bi-annual opportunities is our all parent meeting hosted by the board of directors in January & July (dates may vary slightly). Other opportunities can include but aren't limited to: holiday parties, Muffins with Mom, Donuts with Dad, the winter holiday program, or dining night fundraisers.

Parent Resources & Referral Process

Every child is born with his or her own unique personality, gifts & qualities and yet we do not receive a "manual" with each child. We recognize that some parents may benefit from additional support when navigating the waters of their child's development in the early years. With this in mind, GKLC strives to provide parents with all the resources they might need to be successful while navigating their child's development.

For our referral process to services, we will document any concerns for the child and/or family noting milestones, development or behavior concerns then refer to one of the resources listed below.

List of resources we offer (but are not limited to):

- A current Early Childhood Directory which provides resources & programs specific to our community
- How to locate and obtain appropriate Health Services
- Local & State Advocacy Organizations for physical, mental, & behavioral need
- Recreation opportunities for young children and family fun

Key Resources for Quick Reference:

- Families First Support Line (877) 695-7996: toll free education & support for times when parenting gets tough. Offers a listening ear, support, referrals, & follow-up
- Grand Beginnings (970) 725-3391: Is our Early Childhood Council offering parenting classes, engaging activities, health, & mental health consultant that is here to support the children and teachers at the center.
- Grand County Babysitting (970) 531-6750



- *Horizons (970) 887-1141: Provides early intervention for children with potential learning and/or developmental concerns for ages 0-3 years.*
- *Mind Springs Mental Health: (970) 887-2179: Counseling & psychiatry services for adults & children including play therapy.*
 - **24/7 Crisis Line (888) 207-4004**
- *Mountain Family Center (970) 557-3186: Offers Strength Based Assessment & Goal Planning for families, family development programs, nutrition & wellness education, housing, utility, vision, dental, hearing, & medical assistance vouchers & a thrift store.*
- *Public Health Nurse (970) 725-3288: GKLC has at minimum once a month visit to check the overall health of the students and staff at the center, discuss any local/state/US health concerns we need to be aware of and helps support dental health checks and other ongoing health care.*

Child Care Licensing Information

Grand Kids Learning Center is licensed as a large child care center by the State of Colorado. We are a quality rated center through the Colorado Shines rating system.

We always have your child's best interest at heart and strive to uphold the highest standards of care but if you have any questions about our child care licensing or procedures you may contact:

The Colorado Department of Child Services at 1575 Sherman St., Denver, CO 80203; phone: 303-866-5948.



Grand Kids Learning Center Parent Manual Acknowledgement & Receipt

I have read the Grand Kids Learning Center Parent Manual and understand that the contents of it are presented as a matter of information only. The Wapiti Child Care Center Parent Organization (hereinafter referred to as WCCCPO), dba Grand Kids Learning Center reserves the right to modify, revoke, suspend, terminate or change any or all procedures, in whole or in part, with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute, a contract between the WCCCPO and any one or all its attendees. The WCCCPO & Grand Kids Learning Center is the sole interpreter of all procedures stated in the manual.

I am allowed use of the facilities at Grand Kids Learning Center at the pleasure of the WCCCPO and just as I may voluntarily leave at any time, my usage may be terminated at any time for any reason. Parents leaving are required to give a 30 day written notice and are responsible for payment for those 30 days.

Signature

Date

Printed Name



Parent Policy Agreement

As a parent member of GKLC, I agree to the following expectations: ***(Please initial next to each one)***

_____ I agree to sign and adhere to this agreement, the Parent Handbook & Parent Code of Conduct. As part of the agreement, I will receive the contract tuition rates as follows: \$60 for infants, \$55 for toddlers, \$50 for junior preschool, \$45 for preschool & pre-k. In addition to the contract tuition rate, families with children enrolled in the infant room will be charged an infant materials fee of \$2.00 per day enrolled. Toddler or any of the preschool/pre-k rooms will also be charged an educational materials fee of \$2.00 per day enrolled. As well as \$15 per month for toddler/jr. preschool snacks & \$20 per month for preschool/pre-k snacks.

_____ One primary caregiver from my family will attend TWO mandatory Parent Meetings held each year (typically in Jan. & July).

_____ To complete 1 hour per day that your child attends weekly of volunteer service in addition to Fall Festival/Golf Tournament requirements. For example, if your child attends M, W, F weekly then you would have 3 additional volunteer hours to complete.

_____ To take part in the annual Fall Festival & Golf Tournament held one weekend in September by volunteering 4 hours at either event (per child enrolled), donating bake sale items (per family) for Fall Festival, & donating at least one silent auction item.

_____ To pay an annual teacher appreciation fee of \$10 every January or upon enrollment.

_____ To conscientiously abide by the policies outlined in the GKLC Parent Manual; this includes strict adherence to the sick policy.

_____ To maintain up to date, complete, and accurate records in my child's file. Health and telephone information must always be current.

_____ I understand how critical parental involvement and assistance is for the quality of the center and my child. I agree to be involved with the following but isn't limited to: helping in the classrooms and with small fundraisers.

_____ I understand that I will be billed and agree to pay a fee set yearly by the board of directors for each hour of any required volunteer participation as outlined in this agreement that is not fulfilled as well as understand the daily rate for my child will then be at the non-contract rate.

Parent Signature

Name Printed

Date

Director Signature

Name Printed

Date