

Parent Handbook Updated August 2015

Welcome!

Part I. General Information

Mission Statement

Little Red Schoolhouse, LRSH, Inc. is a non-profit corporation dedicated to providing high quality education and child care in a safe and nurturing environment to the children who attend, as well as an educational resource and support system for the families of these children. LRSH, Inc. collaborates with other community organizations and preschools to help promote and support quality education in Summit County. LRSH, Inc. realizes that childcare is a demanding profession requiring many hours of dedication and hard work.

This handbook has been developed to provide you with information regarding the enrollment of your child, as well as the policies and procedures of LRSH, Inc. You will be asked to sign a contract at the end of this handbook to ensure us that you understand and agree with everything stated in the handbook. There will also be additional forms that we ask you and your doctor to fill out and turn into us on, or prior to, your child's first day. If you have questions regarding any of the information in this handbook, please clarify them with the Executive Director.

Brief History/Tutorial

LRSH, Inc. Little Red Schoolhouse is a non-profit organization that is LRSH, Inc. follows the Montessori philosophy in its programs. We collaborate with other community organizations and preschools to help promote and support quality childcare and education in Summit County.

LRSH, Inc. is a nonprofit corporation that was formed in August, 1997. We are dedicated to providing high quality education in a safe and nurturing environment for the children that attend, and an educational resource and support system for the families of these children. The sole purpose of this corporation is the provision of childcare through the Little Red Schoolhouse.

LRSH, Inc. is pleased to provide this program to our community. The Little Red Schoolhouse is located in a beautiful new building since 2005, at 600 Reiling Road Breckenridge, CO 80424. We are a Montessori-based Preschool and Early Learning Center serving 79 children between the ages of eight weeks and six years.

Our classrooms provide a warm and inviting atmosphere. Inside, the classroom is prepared with the needs and interests of each child in mind. It is very open and bright with low shelves and windows. Activities are set on shelves for each child to discover and explore. Little Red Schoolhouse provides a home to many living creatures such as fish, guinea pigs and bunnies, which offer the child the opportunities to nurture and care for. Outside there are large fenced-in yards with climbing equipment, slides, and a variety of outdoor toys. During the summer months each child is invited to assist in the planting of, and caring for, the variety of gardens surrounding the school.

The corporation is run by a Board of Directors, which consists of parents, childcare professionals, and members of our community. The Board of Directors has hired an Executive Director to oversee the operations of this facility. The Executive Director reports to the Board of Directors. The Board meets monthly to determine

the direction of the programs, ensure that financial status of the organization is sound, and assist the Executive Director with other matters as requested. Should a parent wish to attend a Board Meeting, they may do so and should check with the Executive Director for the time and place of the meeting. Parents should realize that there may be items that will be inappropriate to discuss in their presence, and they may be asked to leave if this occurs. In general, however, our corporation highly values our parents and their opinions, and welcomes any input you may wish to provide.

Philosophy

LRSB, Inc. follows the Montessori philosophy. The Montessori philosophy is based upon the work of Dr. Maria Montessori, Italy's first woman MD. Maria Montessori's study of children and advocacy for their needs led to historic advances in the field of education. She developed an appreciation for children and the importance of the child's own activity in his/her education. One of the results of her studies is a child-led environment. Each child is able to move about the room freely, choosing from the many individualized learning materials.

The Montessori materials have been developed to begin with the most concrete level of exploration; then moves into the complex and abstract at gradual levels. The graduated materials combined with the freedom to make ones' own choices allows the child to learn particular developmental skills while also making his/her own decisions. With the freedom of movement in the classroom the child is allowed to observe others, work individually, or in small cooperative groups.

The environment of each of the programs encourages respect for the children, the teachers, and the materials within the classroom. Like a parent, the teachers observe each individual child and address his/her needs. The teachers respond to the needs of the child and provide opportunities that stimulate his/her natural potential. Teachers provide a role model for the children within the classroom through their interactions, language, and careful and thoughtful use of the materials. LRSB, Inc. is committed to providing and maintaining a safe, warm, nurturing environment allowing all of the children to grow and learn at their own pace.

Part II. Enrollment Enrollment Policies:

LRSB, Inc. provides licensed child care open to all children, regardless of sex, race, religion, nationality, creed, or physical ability, who may benefit from our program. LRSB, Inc. provides a safe, nurturing environment for young children. Admission of a child with special needs is completed in compliance with the AWDA, and reasonable efforts are made to accommodate the child's needs and to integrate him/her into the environment with the other children of the program in which she/he is enrolled.

LRSB, Inc. operates five days a week, year round. We are open from 7:30 a.m. to 5:30 p.m. each day. Parents are asked to drop their children off by 9:30 a.m. in the preschool, and as soon as possible in the infant/toddler rooms. They are asked to call if they might be later so teachers can plan for the day and make phone calls to people who have requested drop in days.

When determining new enrollment possibilities, we follow a waitlist that is, above all, based on the date added to it, however, priority on the waitlist for enrollment/adding days, will be handled in the following manner: currently enrolled children, children of board members, siblings, children of staff, and new children on waitlist.

Upon availability of days, LRSB, Inc. will telephone parents of wait-listed children to fill the vacancy as soon as possible. We will allow at least 2 business days for a parent to respond before moving to the next person on the list. Your child will remain at the top of the wait list as long as you respond to our calls. After Little Red makes two attempts to place the same child in a vacant spot and the parent provides no response, the child will be removed from the wait list.

We strongly recommend children in our Preschool program (2 ½ - 6 year olds) attend school a minimum of 2 days per week. This is to ensure that your child has the opportunity to bond and form a trusting relationship with his/her teachers and to obtain the most developmental benefits from our program.

Acceptance Fee: A \$50 acceptance fee per child is assessed at the time of acceptance. This fee is due in 7 days from when the invoice is received by the family.

Registration Fee: A \$75 annual registration fee per child is assessed in September for current families. This fee is prorated quarterly, according to when the child is enrolled; therefore, if your child starts in January of a given year, he/she will be charged a \$56.25 registration fee and so on (quarterly from September).

Admission Procedures: All admission procedures must be completed by the time of the child's first day at the Little Red Schoolhouse. These procedures include:

- An informal pre-admission phone interview with the child's parents to determine whether the program offered will meet the needs of the individual child and family
- A tour of the school
- Upon acceptance of an available spot for their child(ren) families will be given 7 days to pay the acceptance fee per assessed. This fee is non-refundable. If payment is not made to LRSH within 7 days, the open spot will be forfeited and passed along to the next family on the wait list.
- A half-day visit by the child. This is most often done the first day or two of enrollment.
- Parent's signatures indicating that they have read and agree to the school's policies and procedures
- Completion of the Registration Packet

Registration Packet: This packet contains information required by the State of Colorado and LRSH, Inc. Each form must be completed at the time of/ prior to enrollment.

1. Registration-Program Consent-this form provides us with all of your child's logistical information, social information, and pick-up authorizations. It serves as an Authorization Form for the program, as well as a Medical Release. This form must be updated annually.
2. Health and Development Form-medical and developmental history of your child
3. Medical- General Health Appraisal- must be completed by a licensed physician, physician's assistant, or a licensed nurse practitioner. This form must be updated annually. The American Academy of Pediatrics recommends well-child checks as follows:
2, 4, 6, 9, 12, 15, 18, 24, 30, 36 months and annually thereafter
4. Immunization Records
5. Parent Release Form - provides insurance information and a medical release.
6. Summit County Health Guidelines For Childcare and Schools
7. Parent Contract- states that you have read, understood, and will adhere to all of the policies and procedures outlined in the LRSH, Inc. Parent Handbook.

Part III. Curriculum

The Preschool Classrooms

Practical Life Area: This area is the doorway to the classroom. The activities in this area reflect everyday life. The child may begin with simple activities that develop care of self. The child progresses into more complex activities that develop care of the world surrounding him/her. Activities in the Practical Life area include spooning, stringing, hammering, grace and courtesy, sweeping, and dish washing. In the process of acquiring the developmental skills of physical control, coordination, order, and organization, the child develops the skills of self-confidence and independence. This area is cooperatively used to introduce art, cooking, and science activities.

Circle Time is a large group activity time. The child develops the skills necessary to work in large group situations while also learning to sing songs, play games, listen to stories, share information with others, and

participate in group discussions.

The Language Area permeates all areas of the classroom through conversation, discoveries, thoughts, and listening. The activities begin with the sounds that are familiar to the child's ear and move into the physical written symbol for these sounds. The child moves from phonetic reading to sight and context reading. The skill of writing begins with the development of fine motor control in the Practical Life Area and continues with colored pencil designs using the Metal Inserts in the Language Area. The child progresses to writing letter symbols, writing words and stories. The library is also found in this area.

The Math Area is an area of exploration of dimensions, size, quantity, and regulated series, which lead directly into the study of numbers. The child is first presented with concrete examples of the values of 1-10, the second presentation involves introduction of the symbols for these quantities, and ultimately the association between the two concepts. The child moves from 1-10 into number families, addition, multiplication, subtraction, and division.

The Sensorial Area of the classroom is intended to focus on the five senses of the child. The activities develop the child's ability to categorize information. Matching activities, puzzles, grading, and sorting activities are found in the Sensorial Area of the classroom.

The Infant/Toddler Classrooms

Here at LRSB, we try to provide each of the above areas in the Infant/Toddler classrooms as well; however, in an age appropriate manner! For instance, to incorporate practical life, we have a "pretend" kitchen area in a couple of the rooms to reflect an everyday life activity. We also have stairs that lead up to the sink area, so the children learn to wash their hands by themselves, and we encourage the children to eat their lunches on their own as well. By doing this we feel like the children are learning to be more independent and gaining important knowledge for the future. The language is introduced through having circle time with the children and language activities throughout the day. They also learn new songs and play instruments so the children can hear and make different sounds. To incorporate math we provide the children with blocks and sorting activities to experiment with. And finally, we have the sensorial area. We provide matching activities as well as puzzles for the children to explore. These rooms will also have an area for indoor climbing and cushy mats for rolling and exploration.

Outdoor Play

Outdoor play is an important part of our curriculum all year long. The children spend a minimum of one hour each day on the playground or outdoors on a field trip. We feel this opportunity for large motor development and social interaction. Exploration of the outdoor environment is an integral part of our curriculum and necessary for the growth and development of each child. In the event that excessively hot or cold weather keeps us from going outside, we will schedule other fun, large motor activities such as dancing, yoga, or tumbling. The children participating in the Infant and Toddler classrooms will spend time outside each day, weather permitting. At times when it is not possible to venture out, activities within the classroom and common areas will be used to encourage large motor development and sensory stimulation.

Television Viewing

Occasionally on rainy/snowy days, during the holiday season, or as a supplement to the class curriculum, a video appropriate to the children's developmental level may be viewed during school hours. This typically occurs during the last hour of the day or during our regularly schedule outdoor time. Excessive video watching is not encouraged or permitted.

Part IV. Children Management Discipline & Behavior Management at LRSB

No physical punishment of any type will ever be used by LRSB staff. Discipline will be based upon logical consequences and choices and redirection. We will not act upon a system of punishments and rewards. A

system of logical consequences is designed to be firm but friendly. It is designed to teach the child, as it gives him/her the power to make choices. Children occasionally need a short time-out to review choices and consider alternatives.

More difficult behavior problems will be handled through cooperation of staff members and parents. We are here to serve and protect all of our children. Please be certain to inform the Director or the staff of any changes at home that may affect your child's behavior while at school.

Children displaying chronic disruptive behavior which has 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 process:

1. Conference with Program Director and Lead Teacher to discuss alternatives to achieve the desired positive behavior.
2. If the initial plan fails, the parents will be required to meet again with staff and research outside sources for assistance such as, Child Find and Early Childhood Resource and Referral. Consequences will be discussed if progress is not observed in a reasonable amount of time.
3. When progress has not been made, the child will be suspended indefinitely from our program; all decisions made at this point regarding the child will involve the Executive Director.
4. The Executive Director reserves the right to immediately suspend a child at any time if the child exhibits behavior which is harmful to him/ herself or others. We reserve the right to contact the parent, if at any time a child's behavior is uncontrollable for staff. The parent may be asked to remove the child immediately from Little Red.

Ages and Stages

Little Red currently uses Ages & Stages *and* Ages & Stages, Social Emotional. ASQ/ASQSE is a developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, ASQ looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents' expert knowledge about their children. Little Red will be using these screening tools one to two times per year for each child, at that time we also ask parents to complete one as well and return to their child's teacher.

A Note About Accountability

Whether we are on school grounds or on an outing, the staff members of LRSB, Inc. are constantly counting heads to ensure that all children are accounted for. During outdoor play, children are always within the eyesight of at least one staff member. Children must obtain permission from a teacher before they reenter the building for any reason. In this way the staff can maintain an accurate head count at all times.

During outings and field trips, children are paired with a friend and instructed on appropriate, safe walking procedures. Children are instructed to remain with the group at all times. Younger children are paired with older children or a staff member. In the event that a child should become lost on an outing or field trip, children are instructed to remain at the specified site in the care of an adult. One teacher would then retrace the steps of the group and seek assistance as needed until the child is located and returned to the group. The parent or guardian of the child will be notified as soon as possible, keeping the safety of all the children our priority.

Part V. School Information

Hours of Operation

<u>Preschool and 2-3 year olds</u>	<u>Infants and Toddlers</u>
Full Day: 7:30 am - 5:30 pm	Full Day: 7:30 am - 5:30 pm
Half Day: 7:30 am - 1:30 pm	Half Day: 7:30 am - 12:30 pm

Safety

Front Door Entry: Safety is our number one priority at LRSB. In order to enter the school, a code is necessary to enter on the keypad located on the front doors of the school. Each family will receive a code at

the time of enrollment. This code will be valid from 7:30am to 5:30pm Monday through Friday.

Kiosk Security Codes: For purposes of security, every family is assigned a code to enter into one of our Kiosks located in the lobby. Parents will need to sign in upon arrival and sign out upon departure. This will let us know what time, and with whom, a child has arrived and departed each day. This process is also required by the State of Colorado Department of Human Services. LRSB, Inc. cannot assume responsibility for a child who has not been signed-in properly by a parent or guardian. Please be sure to help maintain security for your child and all children: *sign your child in/out.*

Ratios

The State of Colorado Department of Child Care issues the following guidelines for adult to child ratios: 1 caregiver: 10 Preschoolers, 1 caregiver: 7 Two-Three Year Olds, and 1 caregiver: 5 Infants and Toddlers.

LRSB, Inc. sees the following as the minimum guidelines for providing quality childcare. Typically, LRSB, Inc. will provide a 1:6 or 1:7 ratio in the preschool classrooms, a 1:4 ratio in the 2-3 year old room, and a 1:3 ratio in the infant and toddler rooms.

Naptime Policy

The State of Colorado, Department of Human Services requires that all children enrolled in a full day program be provided with a rest time. Full day children enrolled in the preschool program and older toddler rooms will be provided with a blanket, sheet, and a 2" nap mat for sleep. The rest period for these children will be approximately 2-2.5 hours, or for as long as they sleep. Once a child of any age has fallen asleep during rest time, we will not wake them up unless an hour has passed, and then, only at the request of a parent. Staff will not force a child to sleep. If your child has a special blanket or soft lovie that they sleep with, please feel free to send it to school. The individual resting needs of each child will be met as nearly as possible. After a reasonable amount of quiet time, children may return to quiet play.

Infant and young toddlers personal sleep patterns will be followed. Crib, sheets and nap mat sheets and blankets will be provided.

Emergency Evacuations

When the fire alarm sounds, the teachers and children will evacuate the building according to the Emergency Evacuation Plan posted in each area of the school. The children and staff are to remain outside of the building until it has been determined to safely return inside. If the building is not safe, the children will be taken to a safe place and parents will be contacted to pick their children up.

Practice evacuation drills are held on a quarterly basis for all staff and children. The Executive Director keeps a written record of all drills held which includes the date and time of the drill, the number of students and staff participating, and the amount of time taken to evacuate the building. We rely on our sign in / sign out records for an accurate count of children during these evacuations thus emphasizing the importance of you using our sign in/out kiosks.

If there is a true emergency evacuation, we will notify parents as soon as possible. We will take children to the BOEC located on Wellington Road in case of an evacuation.

Inclement Weather and Closings

Little Red follows the Summit County School District for weather delays and closures. Little Red will remain open during inclement weather if the school district is open. However if there are countywide road closures due to weather, we will be closed for the day. Listen to KRYSTAL 93.9 FM for closure information. You may also call the public school system's transportation line at 368-1777 and visit www.scaler.org and sign up for automatic updates. If the schools are on a delayed schedule opening, Little Red will follow in that delay. In other words, if the Summit schools are delayed...we will also be delayed, if they are closed...we will be closed.

Extracurricular Activities

Activities such as skiing, ice skating, swimming, walks, and field trips are scheduled regularly for enrichment. These activities are presented in a way that creates a fun and positive educational experience. Forms are sent home for each of these activities throughout the year. These activities are only offered to the preschool program, with a few exceptions to the 2-½ -3 ½ yr old room. One, this is because it is too hard to travel with the littler guys and the amount of staff we have. And two, some of the activities are not age appropriate for younger children. In order for your child to participate in the extracurricular activities, we ask that each parent participate in at least one activity your child is signed up for.

Summer Trails Camp

Summer Trails Camp is a program designed for children eligible for attending Kindergarten the following fall. This program runs during the summer months only. It incorporates learning through a variety of field trips, and daily explorations and adventures. Additional information is distributed in March. This program is provided at no additional cost however; there may be a charge for some of the activities this group participates in.

Transportation: Field trips, outings and excursions are provided throughout the year as an important way to enrich our curriculum. For trips out of the county we rely solely on vehicles owned by staff or parents, all of whom are required to have insurance and a valid driver's license. When riding in a staff or parent vehicle, each child must be in a child restraint system that conforms to all applicable Federal Motor Safety Vehicle Standards. Locally, we rely on the Breckenridge Free Ride, Breckenridge Ski Resort Bus, and the Summit Stage for transportation. While riding on public transportation the children are not permitted to move about while the vehicle is in motion. Seat belts are not provided on the above listed methods of public transportation. There may be times that we ask for parent volunteers as well.

Reminder: Please arrive at school by the designated time. If a child arrives late on a day when a field trip or excursion is planned we will not hold up the group to wait for his/her arrival. Please call ahead if you know your child will be late and we may make arrangements for you to meet up with the group. If we have not heard from you by the time we leave, we will post a note stating time, location, and cellular phone number where we can be reached so that your child may join us if possible.

Part VI. Tuition/Billing and Attendance Fee Schedule

Rates as of September 1, 2015

Program		One Day	Two Days	Three Days	Four Days	Five Days
Infants & Toddlers	Full Day	\$308.00	\$615.00	\$923.00	\$1231.00	\$1538.00
	Half Day	\$299.00	\$598.00	\$897.00	\$1196.00	\$1495.00
Preschoolers (Bears)	Full Day	\$286.00	\$572.00	\$858.00	\$1144.00	\$1430.00
	Half Day	\$277.00	\$555.00	\$832.00	\$1109.00	\$1387.00

There is a 10% discount for each additional child.

There is an acceptance fee of \$50.00 per child.

There is an annual registration fee of \$75.00 per child.

There is a \$5.00 per minute charge for late pick-up after 5:35.

There is a \$40.00 per month charge for unfulfilled volunteer time.

*Tuition checks may be placed in the Tuition Box at the reception area by the fifth day of each month.

Payment Policy

Tuition will be due on the first of each month and will be late as of the fifth of each month. Billings for tuition will be issued no later than the first of each month. Payment for all days that are reserved for your child is expected in advance and any authorized adjustments to tuition will be made on the following month's billing.

Tuition that is outstanding on the fifth of the month will become subject to a late fee of \$10.00 per day. Payments for tuition and all late fees not received by the tenth of the month may result in termination of services until all amounts due are paid in full. Should these amounts not be paid by the twentieth of the month, services may be permanently terminated and the child's place deemed to be forfeited and subject to being filled by other children. Reinstatement after such termination shall be at the discretion of the Executive Director and the Board of Directors.

Such termination of service shall not relieve the family of its obligation for the past due tuition and late fees. LRSH, Inc. shall pursue all past due amounts through all means necessary, including, but not limited to collection agencies, attorneys, small claims court, etc. The cost of all such collection efforts shall be added to the tuition due from the family.

Any fees incurred from bounced/denied checks will be placed back on the payee.

Tuition Reimbursement

LRSH does not monetarily refund tuition. Registration Fees are non-refundable.

Schedules

Schedule changes are made on a first come first serve basis. Please speak with the Assistant Director for availability.

Withdrawal Procedure

The Director must receive written notification two weeks in advance of a child's withdrawal from the Little Red Schoolhouse. Failure to give proper notice may hold the enrolled family financially responsible for the following months' tuition.

Withdrawal of Services

LRSH, Inc. maintains the right to terminate services when a child poses a danger to the other children or staff, or the child is a liability to the Little Red Schoolhouse. The Executive Director may also withdraw services for non-payment of tuition, not adhering to the policies laid out in the Parent Handbook, the child has special needs which we cannot adequately meet with our current staffing patterns, or any other reason deemed appropriate by the Executive Director or Board of Directors.

Drop-In Days

Drop-In days will be granted as additional days to your child's regular schedule at a cost of \$50 per day. The fee is due on the morning of the Drop-In. Drop-In days will be granted providing space is available and at the administration's discretion. Drop-In days must be reserved through the administration. Unscheduled attendance is not accepted. Please keep in mind that Drop-In days are NOT guaranteed.

Attendance

Please be sure to call by 9:00 am if your child will not be attending school. Accurate attendance is important for safety and appropriate staffing. Since regular attendance by your child is an integral part of his/her success and enjoyment of the programs, please honor your child's regular schedule. Please have your child in attendance by 9:30 each day. If your child has not arrived by 9:30, his/her space for the day may be given away.

Vacation

School days may not be monetarily credited for out of town time. We cannot hold or guarantee that space will be available upon the return of a child who takes the summer off or an extended period of time off unless regular tuition payments are maintained. Note: Once you have scheduled your child out for a particular day, their space may be forfeited.

Holidays

LRSB, Inc. will be CLOSED on these dates; please make alternative arrangements for your child

- Labor Day
- Thanksgiving Break (Thanksgiving & the following Friday)
- Christmas Eve Day
- Christmas Day and Dec 26, 2014
- New Year's Day
- Friday of Summit School District spring break
- Memorial Day
- Independence Day

If the holiday falls on a weekend Little Red reserves the right to close on a weekday prior to or following that holiday weekend. We will post school closures no less than two weeks prior to the closure. Depending upon enrollment, we may close early for other events, such as the Ullr Parade, New Year's Eve, etc., if enrollment dictates. You will be given at least two week's notice of such closings.

Part VII. Other Policies/Regulations

Toileting/Diapering:

Preschool Toilet Learning Policy: In order to enter the Preschool program, your child, if not yet fully using the toilet, must be in pull-ups and comfortable and familiar with using the toilet. If your child comes to school in underwear and has 2 accidents during the day, we will then dress your child in a "pull-up". Please provide pull-ups for when this may occur. We will remind your child to go to the bathroom in order to help them from having accidents. Please provide the staff with any helpful information you may have regarding your child and their toileting. Also, please provide several complete changes of clothing for your child. We are glad to help in this process! Children, whose toileting is not progressing, will be evaluated by the staff on an individual basis.

Two-Three Year Old Toilet Learning Policy: We are happy to help your child with their toileting. Children that are learning will be encouraged to use the toilet at a minimum every 1½ hours. Please dress your child in easy to remove clothing, for example, no belts, overalls, or challenging buttons so that we can assist them more easily.

What to Bring:

Needs List: Infant

- Daily
 - Though they do not go outside as much as the other rooms (especially in the winter), please dress your child appropriately for the weather.
 - Lunch with fully prepared food items (cooked, peeled, cut up, etc)
 - Appropriate amount of premixed bottles, or a supply of breast milk
 - Lovie (if they have one)
 - Pacifier (if they have one)
 - Blanket (if they have a specific one, otherwise we will provide one)
 - Two full changes of clothes
 - Diaper ointments (feel free to leave some here with their name on it)
- Monthly

- 1 package of scent-free, alcohol free wipes (a \$5 per month fee will be assessed if wipes are not provided monthly)
- Diapers (if you bring in a package, we will just let you know when your child is running low)

Needs List: Toddler

- Daily
 - Drinks in screw-top container
 - Lunch (2 snacks are provided)
 - Diaper ointment (feel free to leave some here)
 - Two full changes of clothes
 - Favorite blanket or lovie (if they have one)
 - For winter, please bring waterproof snowsuit/ pants/ jacket, mittens, boots and hat (they do try to get out at least once every day)
 - For summer, please bring a sun hat and jacket or sweatshirt. If your child wears sandals, please bring an alternate pair of shoes for outside time
- Monthly
 - 1 package of scent-free, alcohol free wipes (a \$5 per month fee will be assessed if wipes are not provided monthly)
 - Diapers (if you bring in a package, we will just let you know when your child is running low)

Needs List: 2-3 Year Olds

- Daily
 - Drinks in screw-top container
 - Lunch (2 snacks per day are provided)
 - Diapers (you may bring diapers each day or bring a supply that can stay at school)
 - Diapering ointments
 - Two full changes of clothes. If your child is in the toilet learning process, please provide several (8-10) full changes of clothing.
 - Favorite blanket or lovie (if they have one)
 - For winter, please bring waterproof snowsuit/ pants/ jacket, mittens, boots and hat
 - For summer, please bring a sun hat and jacket or sweatshirt. If your child wears sandals, please bring an alternate pair of shoes for outside time.
- Monthly
 - 1 package of scent-free, alcohol free wipes (a \$5 per month fee will be assessed if wipes are not provided monthly)

Needs List: Preschoolers

- Daily
 - Lunch (2 snacks per day are provided)
 - Full change of clothes; if your child is toilet learning, send several sets of clothing
 - Pull ups and wipes if necessary
 - Favorite blanket or lovie (if they have one)
 - For winter, please bring waterproof snowsuit/ pants/ jacket, mittens, boots and hat.
 - For summer, please bring a sun hat and jacket or sweatshirt. Also, if your child wears sandals, please bring an alternate pair of shoes for outside time.

Adjustment Period/The First Days

LRSH, Inc. encourages parents to start their child's new experiences gradually. It is recommended that you stop by for a few visits prior to enrolling your child, then progress to dropping them off for a few hours on one or two occasions to slowly allow him/her to become accustomed to the program. Once your child has

completed this process and is enrolled on a regular basis, please be confident when saying goodbye. Your child can sense your feelings. Developing a goodbye routine such as a kiss goodbye, or wave at the window will aid your child in this transition. After becoming accustomed to the program, we anticipate that the separation process will become routine and less difficult. Please feel free to phone to inquire about your child's progress after being dropped off.

Parent Communication

At the Little Red Schoolhouse, we value your suggestions, ideas, and support. If you have any questions or concerns, please feel free to discuss them with the Director. It is important that you are satisfied and feel comfortable with the program. We want to hear your comments.

Day to day communication: Please feel free to talk with your child's teachers at pick up time about your child's day. A monthly calendar is posted on the parent bulletin board detailing daily circle times and activities. An account of daily activities is also posted on the dry erase board outside of your child's classroom. Important information about upcoming events and reminders are placed on the community and events boards in the school entryway.

Conferences: Conferences will be scheduled at least once a year for preschool children to discuss in detail your child's progress and answer any questions you may have. Assessments will be sent home once a year for children enrolled in our other classrooms. If at any time you have other concerns about your child, we will be happy to schedule a meeting with you.

Community Information and Events

Important information can be found at the front entrance of LRS, on the Community and Events Board located just inside the front doors to the left. This information will be emailed to each family and be posted outside of your child's classroom as well. The bulletin board outside your child's classroom is where you can find pictures of the teachers in the room, a classroom wish list, and a monthly calendar. Additional information is often posted in this area. Please be certain to check this area on a daily basis.

Volunteer Policy

Volunteering allows you to be an integral part of your children's experience at Little Red. Studies have shown increased parent involvement contributes to children's long-term success in school and that the act of helping others is the best way to build strong morals. Volunteering teaches preschoolers and even toddlers about compassion, empathy, tolerance, gratitude and community responsibility. These are all ethics we strive to embody at Little Red Schoolhouse. As a non-profit organization we also rely on our families to participate and support our program and fundraisers. The family of each child enrolled in the Little Red Schoolhouse will be required to give one hour of volunteer time each month or purchase \$15.00 off of your child's classroom "wish list". Failure to do so will result in a \$40.00 per month charge. It will be up to each family to make sure that they document their volunteer time/ wish list fulfillments in the Volunteer Log, located next to the Community and Events Board at the entrance. The charges for volunteer time will be billed on a monthly basis. The Executive Director, Program Directors, Teachers and the Board of Directors will make every attempt to ensure that there are opportunities for you to volunteer. These will be posted each month on the bulletin board outside of your child's classroom. Volunteer opportunities for general school needs will be posted from time to time as well. As a part of enrollment, each family will be asked to sign a Volunteer Agreement Contract. Some of the ways to make up your volunteer hours are:

1. Volunteer during a fundraiser! This can include planning or actually working time at an event.
2. Volunteer to assist with the children during a field trip, activity or helping in the classroom.
3. Volunteer to assist with repairs, cleaning, maintenance or other needs at the school.
4. Purchase \$15.00 worth of supplies as requested on the wish list or for a fundraiser.
5. Bring in lunch for the teachers or snacks for the children.

If volunteer hours are not met and a charge is made to the parents, the funds accumulated will be used for the following:

1. To pay teachers/substitutes to attend and work the fundraisers in place of parent volunteers.
2. To purchase supplies needed if not donated.
3. To fund other items needed for the school, or as the Board of Directors and the Executive Director determine to be appropriate.

Parent Involvement

Parent involvement in the classroom is very beneficial. It gives you the opportunity to participate in your child's education. Parents can help with special field trips or aide in the classroom. You are welcome to come and share parts of your profession, a hobby, or a special talent. Please let us know if you would like to join in and share part of yourself with our classroom.

Involvement in maintaining the school in such activities as Make A Difference Day, painting, remodeling, gardening, etc. may be necessary at times during the year. When your help is needed, we will put up a sign up sheet and/or general note or announcement for help.

Attend a Board Meeting: The LRSH, Inc. Board of Directors meets at least 9 times throughout the year. Meetings are open to the public and are typically held on the last Wednesday of a given month at 5:45. Minutes from each meeting are available, upon request, from the Executive Director.

Accident/Injury Policy

If your child sustains a minor injury while in the care of the staff of LRSH, Inc. you will be notified by the end of the day by a staff member. This notification may be given over the phone or in person. The injury will be noted on an Accident Report and will be reviewed and signed by the parent and the teacher, and stored in the child's file.

In the event of a more serious accident or injury, you, or the person you have designated, will be notified promptly. At the discretion of the staff, any reasonably necessary medical care and/or transport will be arranged. If you or an authorized person is unable to be contacted, a licensed physician, dentist, or medical care provider will carry out any reasonably necessary medical care for your child. You are monetarily responsible for all medical care and transport provided.

Prompt Pick Up

Be considerate of our staff and respect our hours of operation. Doors open at 7:30 am-children will not be admitted early. Coming early/ arriving late will cause undue stress on your child and the teachers. Your child must be picked up by 5:30. If you are late, \$5.00 per minute will be charged on your next bill. If your child is left at the center until 6:30 PM, *even if you have notified a staff member*, the Colorado Department of Social Services will be contacted and your child will be surrendered to that department. We appreciate your cooperation on this, as it is helpful not only to the staff but also to your child's sense of security.

Once you have arrived to pick up your child, you are responsible for their safety and whereabouts. Children are not allowed on the playground unless supervised by a Little Red employee.

Child Protection/Release

Child Protection: The staff of LRSH, Inc. is mandated by law to report to the Department of Human Services any incidents of suspected child abuse or neglect. Teachers are also mandated by law to refuse the release of a child to any parent or guardian who they suspect to be under the influence of alcohol or drugs. If a staff member suspects the use of alcohol or drugs you will be requested to find an alternative individual who is physically able to pick up your child. Refusal to cooperate with such a request may result in a staff member

notifying the local police or sheriff and/ or the Department of Human Services.

Visitors: We welcome visitors. All visitors to Little Red Schoolhouse must sign the visitor's log at the reception desk upon arrival and departure. Please let us know if your child will be having a visitor we may be unfamiliar with.

Release: No child shall be released to an individual without authorization from a parent or guardian. Please notify one of our staff members when someone other than yourselves will be picking up your child. Identification may be required at the time of pick up. If an individual has not been authorized by a parent or guardian to pick up your child, your child will not be released to that individual. An individual must be of the legal age of 18 years to have a child released to him or her. This is for the protection and well-being of your child.

Please remember to sign your child in and out at the Kiosks at the entrance of the school!

Reporting Child Abuse

As a licensed facility, by the Colorado Department of Human Services, LRSH, Inc is required to make our parents aware of the state policy for reporting suspected child abuse. If you believe a child has been physically or sexually abused, you should immediately report this to Summit County Social Services at 970-668-4111. Child care services play an important role in supporting families. For additional information regarding licensing, or if you have concerns about a child care facility or would like to review a licensed facility's file, please contact the Colorado Division of Child Care at 1575 Sherman Street, Denver 80203-1714 or call 303-866-5958.

Clothing

Comfortable play clothes are best suited for our activities at LRSH. Try to choose clothing that your child can handle on his/her own, with front openings, etc. Please keep in mind that your child will be getting dirty. Tennis shoes or rubber-soled shoes are safest for running or climbing. Slippers with gripped bottoms are appropriate for indoor use during the winter months. All children are prone to having accidents of one kind or another. Please help your child be prepared to help him/ herself in such situations. Send an extra set of labeled clothing for your child. Extra clothing may be kept in a bag in your child's cubby. Also please be aware of the quickly changing weather here and send appropriate outerwear. If your child returns home wearing clothing from LRSH, please return each article as soon as possible.

Winter Clothing: Snow gear is required each day between the months of October and June. Be prepared! Your child will need a snowsuit or snow pants and a jacket, hat, waterproof mittens, good winter boots, and eye protection. Be certain that your child has a pair of indoor shoes or slippers. Extra clothing is recommended. PLEASE LABEL EVERYTHING!

Summer/Spring/Fall: Due to our constantly changing weather, it is recommended that your child have a warm jacket or sweatshirt each day. Summer Trails Camp has a special list of daily clothing requirements. Please be sure to provide all necessary items for the comfort of your child.

Label, Label, Label: Please label all of your child's belongings. The staff assists the children each day in organizing their belongings, but often times there are duplicate items of the same size. Label all of your child's clothes, underwear, snow gear, lunch box items including all containers, etc. as this will help to ensure their proper return. LRSH, Inc. is not responsible for lost items.

Lost & Found

Unidentified items are placed in the lost & found chest in the cubby area. All unclaimed items will be donated to the Family Intercultural Resource Center or another charitable organization. Please check lost and found for missing items. LRSH, Inc. is not responsible for lost or broken items.

Toys

LRSH, Inc. requests that toys remain at home. Often times, toys can be lost or broken while at school. Encourage your child to leave them in the car if they are having a difficult time separating from them at home. LRSH, Inc. is not responsible for lost or broken toys. Please keep toys at home.

Gatherings & Parties

Several times during the year LRSH, Inc. will host parties to provide parents with the opportunity to meet one another. These events provide your child with the opportunity to share his/her school with you on a more casual setting. We encourage everyone to join in on these potluck events and show off your cooking talents. Typically we take advantage of a Thanksgiving Potluck and a Summer Graduation BBQ.

At Home

Your child will be more organized at home if his/ her room or play area has shelves with organized containers (that can be managed by your child) instead of a large toy box. Limit the items offered for play and rotate them frequently as needed. Encourage your child to work on one thing at a time and to return it before starting something new.

Phone Calls

Please keep phone calls to a minimum: emergencies and important messages only. If we do not answer the phone, please leave a message on the voice mail. A staff member will return your call at their earliest convenience. Although your call is important to us, your child's safety is our primary concern.

Birthday Celebrations

We enjoy celebrating your child's special day with him/her. In celebration of your child's birthday we have a special "Birthday Circle". This circle calls attention to your child and his/her growth and development. During this celebration your child is invited to "walk around the sun" to accentuate the passing of each year of his/her life. We highlight each year with developmental landmarks and any special information we know about each of your child's years of growth. This is a perfect time to have parents join in and share your child's life with the school. Pictures are welcome. Often special cakes and treats are brought to school to help celebrate. We welcome simple treats that are easily distributed to the children. Cupcakes, frozen juice pops, and brownies are among a few suggestions. Remember, the children require only small portions of these sugar treats. Please be conscious of the fact that there are often children in attendance who have food allergies. Typical food allergies include dairy products and peanut products. Birthdays are a special time for all of the children, please be sure to check with a staff member and send treats that are appropriate for everyone. We do not mind party invitations being handed out if all children at Little Red are included. Please be aware that problems arise and feelings are hurt when children are excluded.

Part VIII: Health Policies **Health**

As many of you are aware, we do our very best to keep your children healthy. LRSH, Inc. would appreciate your following of the guidelines that have been established by the Colorado Department of Health and Dr Karen Wyatt, Summit County Public Health Officer. Your child may be sent home if he/she appears to have symptoms of illness. We will contact you first, however if our call is not returned in a prompt manner, we will call your child's emergency contacts. Please note that Little Red may, at any time, require a physician's permission for your child to return to school. The administration reserves the right to deny admission to a child due to health reasons, including the following circumstances:

- A child with a fever over 101 under the arm, or 100 for infants under 4 months old, will be not be admitted or will be sent home from school. The child may return when the temperature is normal for 24 hours without the aid of medication. Staff will observe all children for lethargic behavior if their

temperature is under 101. A physician's permission may be required for admission.

- A child with a green or yellow nasal discharge and/or "goopy" runny nose will be evaluated by the staff. We will be watching for drowsiness, unhappiness, and unwillingness to play, eat or drink. If the child is asked to leave, we expect consultation with your physician and return only after the child has been on prescribed medication for 24 hours.
- The colds related to ear infections are contagious. A child must be taking antibiotics for 24 hours before being allowed to return to Little Red.
- A child with a croup-sounding or severe cough will not be admitted to Little Red. The child will be allowed to return after being on medication for a minimum of 24 hours.
- A child with pink eye or any type of eye infection should be seen by a physician to determine the cause of the infection and will not be allowed at Little Red. A child diagnosed with an eye infection will be allowed to return after a minimum of 24 hours on medication, no eye discharge, and written permission from the physician.
- A child with streptococcal infection will not be admitted to Little Red. The child may return after a minimum of 24 hours on medication.
- A child with diarrhea or vomiting will not be allowed at Little Red. A child with two loose stools will be sent home. The child will not be allowed to return until s/he has had two normal bowel movements or has not vomited for 24 hours; a physician's permission may be required for admission.
- Communicable diseases such as Hepatitis, RSV, Measles, Mumps, Meningitis, Rubella, Giardia, Tuberculosis and Chickenpox are of concern because they are highly infectious and may cause severe illness. Children must see a physician and are not able to return until they are no longer contagious. For example, a child with RSV may not return to school for at least a week, or the chickenpox lesions must be dry and scabbed over. A physician's permission is required to return to care.
- *A child who is inconsolably fussy or unhappy should not be in childcare.*
- If a child has infected skin with crusts and/or drainage, a physician must evaluate the condition before returning to Little Red. A child with a contagious skin rash may not return to school until the rash has disappeared.
- We understand that colds and some low-grade fevers are common with teething. If your child has other symptoms, or is inconsolable, we will ask you to take your child home.

Winter brings typical colds, influenza, etc. If your child appears to be run down and on the verge of illness, please allow your child the opportunity to gain some strength and rest at home for a day or two. Your child must be physically and mentally able to participate in all activities including outdoor play when attending either program. Keep in mind that the less illness that is transmitted, the less inconvenience to you. Staff members are exposed to the same illnesses as the children, and a lack of staff members due to sickness can mean a closing of the centers until they are well. We appreciate your cooperation in helping to keep all the children and staff healthy.

Medication

If your child should need medication, the following are guidelines of the Colorado State Department of Social Services that must be followed.

1. The giving or application of prescription or non-prescriptive medication for eyes and ears, all oral medication, medication for breaks in skin or severe burns, or an individual special medical procedure, including any homeopathic remedy, must be provided only on written order or with a prescription from a physician to the child's parents or Little Red Schoolhouse, with the knowledge and written consent of the parents.
2. Medication prescribed for an individual child shall be kept in the original container bearing the original pharmacy label which shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage.
3. Before administering medication of any type, Little Red Schoolhouse must have a Medication

Permission form filled out and signed by the child's physician and parent. A separate medication form must be filled out for every prescription and every occurrence.

4. A log of administration of any medication will be kept by school administration.
5. Medication must be held in a secure container by the LRSH, Inc. staff. Please be certain to personally hand the prescription to a member of school administration. NEVER leave medication of any type (including Tylenol, herbs, sunscreen, or vitamins) in your child's backpack or lunch box.

Non-Prescription Medicine/Topical Medicine

Before we can administer any non-prescription medication, topical cream or over-the-counter medication, your child's health care provider must give their written approval. The administration of any medication, regardless of type, must follow the aforementioned procedures and protocols.

Sunscreen

To ensure proper sun protection, we recommend that you apply sunscreen to your child each day, prior to arrival. Providing we have written authorization, sunscreen will be applied to your child during the day by a staff member. If you prefer a specific brand of sunscreen, please send a labeled tube to school. You may keep this sunscreen at school.

Nutrition at Little Red Schoolhouse

Your child must bring a lunch and a drink to school every day. LRSH, Inc. asks that no sodas or sweets be sent with your child's lunch and that the amount of juice be limited. Please remember, your child's performance, health, and moods are affected by the food you provide for him/her. Provide your child with a healthy and nutritious lunch to help him/her have the best day possible. The staff of LRSH, Inc. will require that your child eat the most nutritious food you provide prior to having a treat from his/her lunch. If your child chooses not to eat the nutritious food, treats will not be given. If your child refuses to eat his/her lunch, we will encourage, but never force your child to eat. A staff member will be in communication with you if your child is not eating as expected or if it is felt that more nutritious lunches should be provided. If your child does not eat his/her lunch at the regularly scheduled lunchtime, they will be offered the opportunity to finish their lunch after rest time and before 5:00 PM.

Lunch notes: Please place your child's lunch in the refrigerator if you have provided perishable items for him/her to eat. Label your child's lunch, containers and thermoses. Microwaves are available for use in your child's classroom.

The State of Colorado Division of Childcare requires staff to monitor and supplement lunches that do not meet the nutritional requirements: One serving of grains, one serving of protein, one-two servings of fruit and vegetables, one dairy serving. If we should have to supplement your child's lunch, a written notice will go home first. The second time we have to supplement, you will be charged \$5.00.

Lunch ideas

- Proteins: beans, nuts, turkey, eggs, tofu, peanut butter or hummus as a dip, cheese
- Grains: pasta, rice, pretzels, crackers, tortilla wraps, cereal bars, granola, bagels
- Fruits/Veggies: apricots, berries, melon, kiwi, snap beans, raw veggies & ranch, salad (please peel/cut all fruit)
- Dairy: cheese, yogurt, milk, cream cheese, cottage cheese
- Visit www.myplate.gov for more ideas

Snacks at Little Red Schoolhouse

Little Red provides two nutritious snacks each day- at breakfast time and in the afternoon, after naptime. Occasionally, we will do a classroom cooking activity for snack or will have a special treat. A monthly snack schedule is posted on the refrigerator. Feel free to ask for a copy. We will not serve peanut products. Please let us know if your child has any food allergies.

We strictly follow our handbook, and ask that you respect and follow it as well. If you have any additional questions or concerns regarding these policies and procedures please speak with the Administration. If you have questions regarding LRSH, Inc., a Colorado Non-Profit Organization, please contact the Board of Directors (contact information is available upon request, from the Executive Director)

Parent Contract/ Handbook Acknowledgement

All parents must read and sign this contract

I hereby agree to comply with the rules and regulations of Little Red Schoolhouse specified in the Parent's Handbook issued by the school each year.

I am aware of the scheduled school holidays that Little Red Schoolhouse is closed.

I understand that my child's file shall be kept up to date at all times. If requested updates are not turned in, my child may not be able to attend until their file is complete with all necessary updates, medical forms and other necessary paperwork.

I hereby agree to notify the school two weeks in advanced of permanent withdrawal, should such event occur, or pay the difference.

I understand that I will be required to volunteer 1 hour per month, or will be charged \$40 per month.

Bills for child care will be distributed before the first of each month. Payments will be made directly to the center for child care services and are due not later than the 5th of each month. Failure to pay your bill in full by the 10th may result in termination of services.

Children should arrive by 9:30 am. A schedule is set for your child and it is the responsibility of the parents to cancel no later than 9:00 am if you will be unable to attend. This is so we have ample time to fill the day with a drop-in or rearrange staffing if needed. We appreciate your cooperation with this. There will be no reimbursement for absent days. Drop-in days are based upon availability on a given day and are \$50 cash or check, due the morning of.

Little Red Schoolhouse agrees to update parents in writing of any changes in these policies.

I have read and understand the above statements, as well as the entire Parent Handbook, and will comply with the rules and regulations of Little Red Schoolhouse.

Signed _____
Mother or legal guardian

Date _____

Signed _____
Father or legal guardian

Date _____