

SPIN EARLY CHILDHOOD CARE AND EDUCATION CENTER

PARENT POLICY AND PROCEDURE HANDBOOK



Physical address : 1333 Elm Ave. Cañon City, CO. 81212
Mailing address: PO Box 2080, Cañon City, CO. 81212

Another Quality Program brought to you by

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partnering with
individuals, families and the community
enriching lives....realizing dreams



What we believe in:

We believe that children learn through play with the availability of materials, peers, and caring adults. Through this they can develop cognitive, social-emotional and physical growth. In this type of learning environment, children will use language, make decisions, make choices, work through conflicts, and express their creativity and imagination. We believe self-esteem reflects on the choices children make, and benefits them during their first learning experience.

Program Goals

- To base our program on accepted theories of child development
- To provide in our program individualizing for all children
- To respect family culture and beliefs and to encourage parents to participate in our program
- To provide a physical environment that is safe, healthy and equipped with appropriate materials and supplies
- To have children select materials that are interesting and meaningful for them
- To have adults who have respect for children and interact with them in caring ways
- To have staff that understands and has training in developmentally appropriate practices and child development

Discipline:

At SPIN we do not use any demeaning or punitive punishment. We believe that using positive re-direction and offering acceptable choices consistently can correct the un-wanted behavior. If behavior persists, then a plan will be implemented with the parents help.

Arrival and Departure:

We love working with your children, however we also need to have a reliable schedule for arrival and departure. Routines are important for your child and our staff because it helps us to prepare appropriately for the day. We ask if you are going to be early, please let us know the day before so we can make arrangements. We also understand things happen, and you may be late picking up your child, so we ask that you notify us as soon as you can so we can make arrangements. If your child is still here at the close of the day, and staff are unable to contact you or the other emergency contacts for your child; staff are required to contact the Department of Human Services for adult supervision. Please see our new policy on "Late Pickup" and "Late Charges".

Attendance:

Children who attend on a regular basis benefit from the daily routine and programs we offer. If your child has not attended for a two week period, we will give you notice and you may lose your slot. However, we understand if your child is sick, that this may take some time and we will hold your slot only if we have been notified of the situation. Please call us as soon as you know if your child will not be attending childcare.

Ages of Children we serve

SPIN will serve children from 6 weeks of age to 12 years of age.

Procedure for caring for a child who arrives late to the center and their class/group is away from the center on a field trip or excursion:

In the event that a child comes late to the center and their class has left for a fieldtrip or excursion, the parent has the choice of driving the child to the event and signing him/her in with the staff in charge. Cell phones are used on all fieldtrips and the parent can call ahead to make arrangements.

If the parent is unable to meet with the group the child will be assigned to the childcare group on site until the class returns from their trip.

Health and Safety:

As the Colorado State Law requires, each year parents must provide us with a physical report from your doctor and a copy of your child's immunization record. This must be provided to us within 30 days of your child's enrollment. If you do not, your child might have to leave the program, so we stay in compliance of the law.

Reasons to have your child stay home: If within 24 hours your child had the following: fever, diarrhea, vomiting, communicable disease, heavy green nasal discharge, or has been on antibiotics for less that 24 hours. This policy helps to keep germs from spreading.

It is important your emergency contact sheets are up to date. In case of an accident or injury we will try to contact the parent first, if we cannot contact you, we will contact the physician, and if necessary, the ambulance.

Medication:

Colorado State Law requires that:

1. The dispensing or application of medication shall be provided only on written order or prescription from a physician to the child's parents or guardian, or to the childcare with knowledge and written consent of the parents or guardian.
2. Medication prescribed of an individual child shall be kept in the original container bearing the original pharmacy label showing the prescription number, name of the medication, the date filled, physician's name, child's name and the dosage directions.
3. Providing dietary supplements or making variations to diet shall be carried out only on written order from physician to the child's parents or guardian or to the childcare with written consent of the parents or guardian.
4. If medication is an on going treatment, please call us so we can contact our Registered Nurse. She will either help us with a Health Care Plan, training and delegation of administration and/ or assist in the dispensing of medications.

All medications will be locked in a lock box and out of the reach of children. We will have a refrigerator lock box for medications that need it. All creams, toothpastes, lotions, sunscreens, and ect. will also be kept in a lock box.

Child Abuse:

Everyone plays the part of protecting a child. It is the law we must report child abuse. The procedure is to contact the Department of Human Services. If your child has an ailment that might be considered to be alarming in this area please have your doctor notify us with written documentation.

Childcare Closure:

We will be closed on all major holiday's (Christmas Day, New Years Day, 4th of July etc.). We will give you written notice of when these holidays will be observed. You will receive a yearly calendar in June that lists days of the year the center will be closed, and when preschool is closed.

News Letters:

Teachers are responsible to provide parents with a monthly newsletter. This information shares what they will be doing in the month. Please watch for special events, snack calendars and notes.

Snow Days:

In the event of RE-1 school closing or delay due to bad weather, SPIN will also cancel or delay preschool classes. We will offer childcare for our families.

In the event of extreme adverse weather conditions childcare can close. Listen to 1400 KRLN. The utmost effort will be made to contact families in this rare case.

We do take into consideration that parents need childcare, but if the roads are too bad and we close early, we may ask you to come and pick up your child.

In the mornings if the roads are too bad we might delay the opening of the center; in this case, please listen to 1400 KRLN on your radio or call Lisa Bilger at 369-1485 to get an update on childcare availability.

Recommended Clothing:

To assist your child in a comfortable setting, we ask that you dress your child appropriate for the weather. Also, in the event that your child gets messy and gooey, we would hate for your child to ruin their favorite clothing, so please dress them in "play" clothes. Historically, our weather changes rapidly, we ask that you send in a jacket, mittens, hat, and boots on cold days. In warmer weather, please send in a change of cooler clothes, sunscreen and a sun hat. Please label all of your child's clothes with their name, as this lessens the chance of them getting lost.

Snacks and Meals:

We will serve a healthy breakfast snack (Childcare), morning snack (preschool), lunch is a healthy sack lunch provided by parent, afternoon snack (preschool and childcare). Our menus will be posted in the rooms if you have any questions.

Parents and Families can help by:

Parents are always welcome to volunteer in their child's room. Your teacher can give you more information on how you can help. You are welcome to observe the room and do activities both at school and at home. Parent/Teacher conferences will be held twice a year so you can discuss any concerns or comments with your teacher. Any time you have questions, you can make arrangements to talk with your teacher. Checklists may be used to see how your child is progressing throughout the year. We also keep individual notes on your child and the progress they are making. In addition, all projects your child brings home are additional ways of evaluating their growth.

Birthdays and Holidays:

What a happy time for us all. We celebrate birthdays at snack time, and you are welcome to bring in a snack for that day if you would like. Remember to be creative and healthy. We try to involve

family ideas in the holidays that you believe in, so please bring us your ideas and beliefs so we can plan for these exciting days.

Center Hours:

We will be open from 6:30 A.M. until 6:00 P.M., Monday through Friday with the exception of holidays like Christmas, New Years Day, 4th of July etc. or unexpected closures. We will notify you when we will be closed or will be closing early.

Outside Time:

It is our policy to go outside everyday. In the case that the weather is too extreme, we will have the opportunity to use the large motor area in the classroom. Extreme weather consists of temperatures above 100 degrees or temperatures below 32 degrees, if it is snowing heavily, raining, or too windy. Please have extra clothes for your child for these times.

Knowing where Children are:

At our childcare center we will never leave a child unattended. We follow the best practices for ratios in the classrooms. We will post the ratios on the classroom doors indicating how many children are present at the time. If there are any questions, please refer to our lost child plan posted in the room.

Special Activities:

We will hold family nights at our center, or we will make plans to meet at a certain location. The safety of our children is important, so we will not transport the children to other locations. We love to have the children involved in new experiences, so we will have “guests” come to us. Parents volunteering to read stories, story tellers from the library, etc., we will inform you before hand if any special activities will be scheduled.

Emergency List:

It is very important that you know whom you are putting on the emergency list. In the case that we cannot get a hold of you, we will contact the next person on the list. We will not let a child go to someone who is not on the emergency list that you have provided for us. If someone comes to pick up the child, and they are not on the list, we will call you and let you know the child can not go with that person. In the case that you do not want the other parent or guardian to pick the child up, we will need a restraining order from the courts. If the other parent with the restraining order becomes violent, we will let them take the child, get the license plate number and call 911 immediately. It is our policy not to endanger the safety of our staff.

Personal Belongings:

Each child will have their own cubby for their coats, pictures, newsletters, etc. All diaper bags will be put in a locked cabinet under the changing table. Please mark you children’s clothes and diaper bags with their names. We also ask that you keep money, toys, and other special things home. We will not be held responsible for lost items.

Diapering and Toilet Training:

You will be responsible for your child’s diapers, pull ups, wipes, and underwear. We will support you during potty training if the child is over 18 months of age. We will give you literature on the subject of potty training to help you and your child. We believe that every child is different and will do this at their own speed. Food will not be used as a reward, and there will be no punishment for

this act. If your child is still in diapers or pull ups, they will be changed at least every 2 hours regardless if they are wet or dry, they will also be changed on demand.

Withdrawing Your Child:

If for some reason you wish to leave our center, we require 2 weeks notice before withdrawing. If for some reason you do not give the 2 week notice, you will still be charged for the 2 weeks of childcare service.

Policy on Late Pick-Up of Children from the Program:

Philosophy: It is very important to SPIN at Penrose, that the staff have time to clean their rooms and get home to be with their families. We need to do cleaning when children are not in our classrooms for safety reasons.

Policy: We will charge \$5.00 for every ½ hour you are late picking up your child after your scheduled pick-up time. This is payable at time of pick-up, unless other arrangements have been made. Children that are left beyond a ½ hour after staff are due to go home (6:30 P.M), will be released to the Department of Human Service's custody if no one has been reached on the emergency contact sheets.

All children are scheduled to be picked up by 5:45 P.M., unless other arrangements have been made with staff or supervisor.

How to Negotiate a Problem

1. If you come across a problem, first ask your child's teacher for help.
2. If this does not help you, please speak to Lisa Bilger, Director 275-0550 ext 218
3. If it is about billing and/or payments, please speak to Lisa Bilger, Director
4. If it is concerning Preschool with wrap around childcare, you can speak to Lisa Bilger, Director
5. If nothing has been resolved, you can speak to Diane Trujillo, Program Coordinator, 275-0550 ext. 215.

During anytime of the problem solving procedure, you may skip a step and go to the next person in charge if the concern involves that person. If not, you might be referred back directly to that person in charge of that particular item. We know it is difficult to have different individuals to go to but this makes them more of an expert in their area. At anytime you have questions please call Diane Trujillo at 275 0550 ext. 215 and she will refer you to where you need to go.

Termination of a Child from the Program

1. A child can be terminated from the program if payment is past due by a month. You will receive one late notice by the 15th of the month. If payment or arrangements have not been made, your child's slot will be filled with a child from the waiting list.
2. If you intend to enroll, and have completed your child's information. You must provide a copy of immunizations **before** your child can begin SPIN at Penrose, also you have **30 days** after enrollment to provide a **medical examination** from a doctor for your child. In addition you have two weeks to show for the slot, or another child will fill the slot. If you have pre-paid for that slot, it will not be filled until two weeks after non-payment.

3. A letter will be sent if your child has not been attending for two weeks, and no phone contacts have been made. You have 10 days to respond to the letter, or your child's slot will be filled.
4. A parent may choose to terminate from our program at anytime. We do ask for a two week notice.
5. If a parent or caregiver gets verbally abusive with any staff member, the parent will be notified that it is unacceptable and if it occurs a second time, they will be asked to make other arrangements for childcare.

Service Offered for Special needs children in compliance with the American disabilities Act

Children with special needs in Fremont County are served in "Natural Environments". For infants and toddlers this is frequently in their homes. However, some parents of children in early intervention request that therapy services be provided while the children are in Center-based care. For children 3 to 5 years of age therapy services are most often provided in Early Childhood Education Centers. All services are provided by licensed therapy staff and are in compliance with IDEA and the Colorado State Special Education mandates and the local school districts. Services are fully inclusive with the therapists working in the child's classroom. Regularly scheduled consultation occurs between the therapist and the classroom staff and the therapists are available for informal consultations upon request. The classroom staff and therapists work together to plan for and determine child outcomes throughout the school year.

Parent Information Page

Enrollment forms: an enrollment packet will be given to you for each child included with the packet are the following forms listed below. Completion of the enrollment packet is necessary before a child starts at our center.

Immunizations: Due to licensing regulations, immunizations must be turned into SPIN **before the child starts.**

Medical Form: Must be filled out by a doctor and returned to SPIN within 30 days of the enrollment date.

Emergency Medical Numbers/Release Form: This page is required to be filled out in case of an emergency so that staff will be able to contact the appropriate person(s) for the child and/or contact the appropriate dentist/doctor/facility if needed.

Release of Child from School Form: Specific authorization must be given in writing for the release of the child to anyone other than a parent or guardian.

Sunscreen Permission/Insect Repellent Form: Outdoor play is provided for children at SPIN at Penrose ECE, and we need to know if the sunscreen/repellent we provide is okay for us to use on your child, or if you would like to provide your own.

Permission Slips: Gives or denies permission for SPIN, Starpoint, Project ECHO, Early Childhood Connections, and/or the Canon City Schools to use photographs or video footage of

named child for newspapers, brochures, ect. These are used for promotional and educational purposes. It also gives or denies permission for local field trips, educational videos/children's "G" rated films.

Outcomes Information Permission Slips: We participate in DECA and Work Sampling (there in no testing of the child), in conjunction with the school readiness program. We conduct daily observations that are compiled into a community list of results, in which we have to turn in the child's name and date of birth; however the results will not be compiled with the child's name showing.

Background Information: This form is used to provide the best care possible for the child. It contains helpful background information so that SPIN may assist and encourage all different stages of childhood development, as well as to get to know your child better.

Food Program/IEF Form: This must be filled out, no matter what the income status is.

Parent Policy Handbook Sheet: This sheet is to be signed off and dated by the parent/guardian when the Parent Policy Handbook has been read and understood, and all of the above policies have been signed and returned. All signatures are good for **one year**, in which at that time must be **resigned and dated** in the child's folder.

Procedure for dealing with individuals not authorized by the parent or guardian:

We will not let a child go to someone who is not on the emergency list that parents/guardians have provided for us.

If someone comes to pick up the child, and they are not on the list, call the parent and let them know the child can not go with that person or that the person is requesting to take the child.

Staff members may call a supervisor at any time they feel they need support during the situation.

In the case that a parent does not want the other parent or guardian to pick the child up, we will need a restraining order from the courts.

If the other parent with the restraining order becomes violent, we will let them take the child, get the license plate number and call 911 immediately. It is our policy not to endanger the safety of our staff.

Parent Involvement Statement

At SPIN Early Childhood Care and Education Center we always welcome parent input and involvement in the classrooms. We just ask, for licensing reasons, that if you choose to volunteer in the classroom for more than seven days in a row, that we have you fingerprinted, CBI checked and have a brief orientation. The center will pay for the cost of this; all you need to do is speak with the Director. Please feel free at anytime to place suggestions or comments at the front desk, or to speak with the Resource Coordinator directly.

We will be sending out a parent questionnaire twice a year for you to fill out, and it would help us greatly if you would fill it out. These are very important and we take all input seriously. The results are looked at by the Center Committees and changes are made as needed. Please keep in mind that some changes take longer than others, but most are implemented immediately if it is consensus among families. We do plan training and parent orientation every September, or as needed, to review our program philosophy and discuss child assessment tools that we use.

We follow the Creative Curriculum, and use the DECA social emotional assessment and work sampling cognitive assessment. These tools are used through out the year and require parent input to better serve your needs. The results are reviewed at the two parent teacher conferences that are held in the late fall and early spring of the year. However, at anytime a conference can be requested through your child's teacher. If you need assistance with a language other than English, please let us know and we will do our best to support that need. Please remember to read the monthly newsletter you child will receive in the classroom, and keep in mind there will also be special events posted. Please take the time to read classroom information boards outside of the classroom if one is available. We will keep you informed of classroom activities and upcoming events.

For information concerning our Parent Committee please see Lisa Bilger.

Respectfully yours,

Lisa Bilger
Director

An Overview of our Program's Choice in Curriculum

1. Why does our program choose Creative Curriculum?

- Children can be purposefully involved in play
- Children can learn to show respect and interest for the materials
- Materials can be age appropriate and provide children with choices
- Children can be provided with materials in small-groups
- Children can be involved in purposeful activities outdoors
- Children can be observed, observations recorded and results used to plan for the environment
- Teachers can be spontaneous and joyful
- Teachers can allow and encourage play

2. Our program goals for using Creative Curriculum

- To base our program on accepted theories of child development
- To provide in our program individualizing for all children
- To respect family culture and beliefs, and encourage parents to participate in our program
- To provide a physical environment that is safe, healthy and equipped with appropriate materials and supplies
- To have children select materials that are interesting and meaningful to them
- To have adults that have respect for children and interact with them in caring ways
- To have staff that understands and has training in developmentally appropriate practices and child development

3. Creative Curriculum, our advantage to choosing it

- It keeps the focus for planning on the environment
- It conforms with what we know about how young children learn
- It supports children's social development
- It offers one of the best strategies for supporting individualism
- It reduces the stress teachers experience
- It offers clear goals for the program
- It's philosophy, approach and outcomes can be clearly explained

4. Quiet Area Equipment and Materials in our classrooms:

- Solid colored carpeting and tight weave
- Storage shelves
- Book display shelf
- Plastic basins for storage

- Child size table and chairs
- Adult rocking chair
- Bean Bag Chairs
- Complete set of hardwood unit blocks
- Hollow blocks
- People props
- Animal props
- Transportation props
- Doll house furniture
- Decorative items

5. House Area Equipment and Materials in our classrooms:

- Table and 4 chairs
- High chair
- Doll bed
- Stove
- Refrigerator
- Sink
- Baby dolls (multicultural)
- Doll clothes and blankets
- Pots, pans and utensils
- Broom and/or mop
- Mirror/full length
- Books and magazines
- Telephone
- Male and female dress-up clothes
- Hats
- Costume jewelry
- Pocket books and/or suitcases
- Prop boxes and/or suitcases
- Puzzles
- Sewing cards
- Lego's
- Lotto games
- Beads for stringing
- Pegs and pegboard
- Colored high inch cube blocks
- Parquetry blocks
- Interlocking toys
- Stacking rings and/or nesting cups
- Attribute blocks
- Objects to sniff, smell and taste
- Objects to feel sort and classify
- Collection items
- Unifix cubes
- Table blocks
- Self-help skill frames
- Dramatic play props

6. Art Area Equipment and Materials in our classrooms:

- Easels-2 sided with paint
- Tempera paints (primary colors)
- Brushes (variety)
- Paper: newsprint, construction, variety
- Glue
- White and colored chalk
- Large crayons
- Water based magic markers
- Safety scissors
- Finger paint
- Trays for finger painting
- Clay
- Ingredients for play dough
- Smocks
- Yarn
- Cardboard/tag board
- Hole punchers
- Staplers and staples
- Clean-up supplies
- Old tablecloth or cover
- Rocking chair, soft chairs, pillows
- Carpeted floor
- Book stand
- Variety of books
- Homemade books
- Classroom books
- Puppets
- Flannel board sets
- Writing tools
- Printing tools
- Paper
- Tools to make books

7. Sand/Water and Woodwork Area Equipment and Materials in our classrooms:

- Sand/water table basins
- Sand and water props
- Plastic smocks for play
- Buckets, sponges, brooms and mops
- Woodworking bench or flat tree stump
- Real tools (hammer, saw)
- Nails, screws, ruler, tape measure
- Hard and soft wood scraps

8. Music and Science Area Equipment and Materials in our classroom:

- Record player, tape recorder
- Instruments for adults
- Homemade instruments

- Scarves, streamers, balloons
- Folk music and more
- Teacher song books and more
- Story tapes
- Electric beater
- Plastic bowls (various sized)
- Plastic measuring spoons
- Plastic measuring cups
- Pyrex measuring
- Wooden spoons
- Funnels
- Wire whisk
- Egg beater
- Potato masher
- Sifter
- Pitchers
- Rolling pins
- Muffin tins
- Bread pans
- Grater
- Pot holders
- Cake and pie pans
- Aprons
- Cookie sheets

9. Outside Area Equipment and Materials:

- Containers for water play
- Block Computer with monitor/printer
- Software that goes with curriculum
- Swings, slides climbers
- Tricycles, wheelbarrows, wagons
- Balls
- Sandbox and toys
- Large boxes
- Garden tools
- Jump ropes
- Containers for toys
- Play dishes pots and pans

10. What should you see in the classrooms?

- Children working in small groups on individual or self-selected activities
- Children acquiring concepts and skills through meaningful activities that are facilitated by the teaching staff
- Children engaged in activities
- Questions leading to further thought and engaging children to explore and think
- Infants and toddlers being held and rocked during bottle feeding
- Infants and toddlers being listened to and talked to when sharing their daily routines
- Infants and toddler individually held and played with while at their level
- Infants and toddlers not crying awake in cribs or placed in swings or carriers

11. Individualizing

- Although all children go through a consistent sequence in the development of skill and understandings, each child is a unique individual with special abilities, interests and learning styles
- First, teachers must learn as much about the child as possible, through parents and classroom observations

12. What should you see?

- Teachers taking time to observe during free play time and to note insights they gain about each child's abilities, interests and needs
- When a teacher is asked about a particular child, they know their goals, abilities and interests as well as the families
- Children making choices regarding what activities they want to engage in and how to use materials
- Teachers responding to children in ways that demonstrate they know the children well and are taking into account their individual needs
- Space and materials modified if needed
- Teachers actively involved and engaged during most activity periods

13. Strategies for Individualizing

- Review children's individual files to see if they include several observations, samples of children's work, notes from parents meeting and objectives for learning
- Review DECA classroom profile, individual profile and Work Sampling/Ounce notes
- Use Cares strategies and DECA strategies to help plan for individualizing
- Conduct regular meetings with teaching teams on individual children to discuss their observations and goals relating back to their DECA, Work Sampling/Ounce and classroom profile

14. Our commitment to parent involvement

- Basic implementing of the creative curriculum is a commitment to establishing a partnership with parents and to sharing information regularly about each child's progress
- When parents are involved in our program in meaningful ways, everyone benefits
- Trust is more easily established when children see that their two worlds are linked closely together

Lesson Plans/ Planned activities:

Philosophy: Staff will keep parents and other professionals informed of the activities taking place in their classroom. This will be done prior to the week starting so supplies can be gathered for class and substitutes will know the daily lesson plans and have the materials to carry them out.

Procedure:

Lesson plans can be done weekly or every 2 weeks in advance depending on the needs of the children. The activities will be based on the individual webbing plans using and integration of Creative curriculum and DECA, CARES and Colorado Building Blocks and Work Sampling strategies.

Activities are based upon the individual child, their needs, goals and interests. The lesson plans will be related to our philosophy of education and the Creative Curriculum.

Lesson plans will be turned into the director for review and approval. Once they are approved they will be posted in the classrooms.

Anecdotal notes and children's work samples will be kept and reviewed for developmental growth and developmental needs and goals for individualized planning.

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