

Steele School for Early Learning  
5030 Carr Street, Arvada Colorado 80002  
Phone: 303-431-5653  
Fax 303-431-0636

## **Parent Policy Handbook**

**Greetings**  
**About Our Staff**  
**Admission Procedures**  
**Admission Policy Statement**  
**Authorization For Medication Authorization Forms**  
**Authorization For Topical Medication Form**  
**Absences**  
**Accident-illness**  
**Adjustment, Transition, And Probation**  
**Allergies**  
**Birthdays**  
**Childcare School Hours/ Late Pick Up**  
**Childcare Statements**  
**Classroom Visitors**  
**Concerns**  
**Conduct - Safety / Discipline**  
**Curriculum**  
**Diapers And Supplies**  
**Dismissal**  
**Dress Code For Preschoolers**  
**Emergency Procedure**  
**Drills And Evacuations**  
**Fundraising**  
**General Policies**  
**Children With Special Needs**  
**Holidays**  
**Hygiene**  
**Inclement Weather Policy/ Delayed Start**  
**Infant And Toddler Policies**  
**Delayed School/Childcare Opening**  
**Labeling Of Clothing - Lost And Found**  
**Meals**  
**Missing Or Lost Person**  
**Parent Involvement**  
**Parent-teacher Communication**  
**Parent-teacher Conferences**  
**Pictures**  
**Programs, Goals, Philosophy**  
**Propagandizing And Solicitation**  
**Release Of Children**  
**Reporting Suspected Child Abuse**  
**Rest Time**  
**School Campus Security**  
**School Visitors**  
**Sick Child Policy**  
**Sign In And Out Sheets**  
**Smoke-free Environment**  
**Sunscreen Policy**  
**Infant & Toddler Policies**  
**Tuition Policy**  
**Tuition/Bank Charge**  
**Tuition/Family Rates**  
**Tuition/Past Due Accounts**  
**Toilet Training**  
**Vacations**  
**Video And Television Viewing Policy**  
**Withdraws**  
**Withdrawals**  
**In-Center Activities**

GREETINGS from Steele School for Early Learning. We are state licensed and serve all members of the community.

The childcare is licensed for children 6 weeks – 12 years of age. Our childcare is adapted to a child's world so he/she can develop in all phases of early childhood in a protective and pleasant environment. The following information is to assist you in planning for a successful school year by listing our guidelines and regulations, and by providing some general information. If you have further questions, please feel free to discuss them with the administrative office at Steele School for Early Learning. We have an open door policy and are happy to hear your questions or concerns at any time.

The mission of Steele School for Early Learning is to provide children with a safe, loving, respectful, quality environment where children can learn and grow. To provide parents with a safe, worry free, nurturing environment that is respectful of each family's values.

#### ABOUT OUR STAFF

All staff employed at Steele School for Early Learning have undergone a criminal background check through the Colorado Bureau of Investigation, FBI and Dept of Human Services on all staff members.

The teachers and staff are all mature adults who understand the requirements to care for children in Infants through Pre-Kindergarten. All are trained in early childhood education and development, and are selected because of their knowledge, love, sympathetic understanding, and ability to teach young children.

#### ADMISSION POLICY PROCEDURES

Call or email the school office to arrange for a personal tour of the facility. The registration fee is equal to one week of tuition set forth on the rate sheet for the age group your child falls in upon enrollment. Once the registration fee and paperwork are completed this reserves your spot for your intended start date. This fee is non-refundable and does not apply toward your tuition. If no room is available you will have the option to be placed on the waiting list. You will be notified as soon as space becomes available.

The following forms must be completed and returned to the school office before your child's enrollment and registration becomes official. All forms must be updated every January regardless of start date. Please see the Student health records and immunization sections for more information.

REGISTRATION/EMERGENCY FORM: (Annual)

CHILD PICK UP INFORMATION

EMERGENCY INFORMATION AND AUTHORIZATION.

HEALTH HISTORY.

CONSENT AND RELEASE.

TOPICAL OINTMENT ADMINISTRATION

TUITION AGREEMENT

## **ADMISSIONS POLICY STATEMENT**

IN ACCORDANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, it is our policy to admit and to treat all children without regard to race, color or national origin. The same requirements for admissions are applied to all students. Children are assigned within the school without regard to race, color, or national origin. There is no distinction in eligibility for, or in the manner of providing to any child, the services provided by or through the auspices of Steele School. All persons and organizations having occasion either to refer children for admissions or to recommend Steele School for Early Learning are advised to do so without regard to the child's race, color or national origin. If you have any questions concerning compliance, talk first with the Director. If you have further concerns, you may contact the Executive Director of Colorado's Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203 or the Regional Director of the Office of Civil Rights, Department of Health, Education and Welfare, 1961 Stout Street, Federal Office Building, Room 9017 Denver, Colorado 80294.

**AUTHORIZATION FOR MEDICATION AUTHORIZATION FORMS:** In accordance with regulation 7.702.62C, "Prescription and non-prescription (over-the-counter) medications can be administered only with the written order of a person with prescriptive authority and with parental consent." If Your Child Requires Medication While at Child Care or School: All prescription and nonprescription medication given in child care or school settings require a written authorization from your healthcare provider, as well as parent written consent. This is a child care licensing requirement. The medication authorization forms are available from the director or can be sent via email (forms in the near future will be available on our website). The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration and the length of time the medication needs to be given. All medications must be brought in the original labeled container. Note: Medication prepared in a bottle or "cup" may not be left with program staff. Vitamins are considered like any other medication, please do not leave them with your child. Program staff involved in medication administration receive special training and are supervised by a nurse consultant. Program staff is not authorized to determine when an "as needed" medication is to be given. Specific instructions are necessary. For children with chronic health conditions, this can be determined in collaboration with the consulting registered nurse. Any expired medication that is not picked up within one week from the director's office will be disposed of per FDA regulations.

## **AUTHORIZATION FOR TOPICAL MEDICATION FORM**

This form gives Steele school permission to apply topical ointments that are being used as a preventative. Examples are diaper cream, lotion, and sunscreen. Note: diaper cream may only be applied if the skin is not broken.

## **ABSENCES**

We assume that your child is going to be here every day that he is scheduled to attend. If your child is going to be absent, please call or email as early as possible that morning so that the teacher can plan accordingly. If your child has contacted a communicable disease, please contact the school immediately so that we can let our other parents know. Your child's name and classroom will not be released.

## **ACCIDENT- ILLNESS**

If your child becomes ill. The Main Office staff will notify the parent(s) or guardian(s) as soon as possible.

It is school policy that parents be notified if the child is running a temperature. The temperature will be taken at least 3 times with 5 minute intervals in between. If the temperature is 101 degrees or more (100 for infants) you will be asked to pick your child within half an hour, with the recommendation that you contact a physician. Steele School policy also requires the child to be fever free for 24 hours (without fever reducer) before returning to care. They must also be able to eat, drink, and participate in all school activities. Steele School reserves the right to extend exclusion periods as needed based on many factors.

Parents will be informed of any accident or injury by way of an “Accident/Illness Report” which will be given to you to be read and signed before the child leaves for the day. You will be notified by phone if the injury might require further attention or a doctor visit.

In case of an emergency, if parents cannot be reached, we will call your emergency contacts indicated on your Emergency Form or emergency services at Steele School’s discretion.

#### **ADJUSTMENT, TRANSITION, AND PROBATION**

At any school there is a time of social adjustment and transition for the child AND the parents. However, if at the end of this time period we feel that your child cannot adjust, shows aggression toward teachers and other students this includes biting, hitting, spitting or throwing things. We may ask that you find another childcare center which will better meet your child’s needs.

We want you to know that we will help you and your child in any way that we can. These next weeks and months will be filled with lots of love and compassion for you and your child.

We urge all of our parents to communicate with the administration and teachers about any questions or concerns. You may request a meeting at any time..

We want your child to become a strong individual within their families, neighborhood, and at our school. We want your child to be happy and to grow physically and mentally, while they are with us. We’re looking forward to a bright and exciting future with you!

#### **ALLERGIES**

**Steele School is a nut free facility.** If your child has allergies to certain foods (i.e. milk, peanut butter, cheese, etc.) we are, by law, required to have a signed note from your physician or health care provider that your child is not allowed to receive these foods. An allergy plan must also be provided. The physician may suggest substitutions that your child may have during his/her meal (parents are to provide any food substitutions). Please also notify us if your child has food preference- ie. vegan, vegetarian, ect. Each classroom is provided an allergy list to be kept in a confidential area, so that all staff are aware.

Due to severe nut allergies, no nut products may be brought for any party treats, lunches, or snacks.

#### **BIRTHDAYS**

Birthdays are very special occasions. You are welcome to send a nutritious treat for the class. This must be store bought and brought in the original packaging. Please no sweets. Please make arrangements with the classroom teacher. Treats will be given out during P.M. snack time and we will do our best to make it a special day for your child. Due to severe nut allergies, we ask that no nut products or things that are manufactured in a facility that contains nuts be brought for any party treats.

If your child wishes to host a birthday party and invitations need to be sent, give the invitations to your child's teacher, and the teacher will make sure they get sent home. It is suggested that you invite the entire class of girls/boys to avoid hurt feelings.

## CHILDCARE SCHOOL HOURS

The childcare center is in session Monday through Friday. Our doors open promptly at 7:00 am and close promptly at 5:30 pm. The closing staff members will stay with all children until they are picked up. Drop off may not be later than 10:30am, unless the child has a doctor's appointment. An email or a phone call must be made ahead of time to notify admin that they have an appointment. Late drop off due to doctor appointment may be no later than 12pm and your child must have had lunch. Planned closure dates are posted in June for the upcoming school year.

## LATE PICK UP

In the event of a child left after 5:30 parents and/or emergency contacts will be notified by phone by 5:45 pm. If the parent cannot be reached, we will make every effort to call all the numbers listed on your emergency form. If no one can be reached after 1 hour we are required to contact the Department of Human Services.

Parents must pick up and be out of the building by 5:30 pm, Parents will be charged a fee of \$3.00 per minute per child, starting exactly at 5:31 pm, this fee is payable at the time of pick up or the next scheduled day of attendance in cash. Exact change only. Any fees not paid within 2 days of attendance will be charged an additional fee of \$5 per day per child. Please place payment in the tuition box marked with your child's name and date that the payment is for. We would ask that you plan to always be here on time as it does cause your child stress and anxiety when parents are late. Frequent violations of this policy will result in disenrollment.

In the event of an emergency, please call Steele School for Early Learning at 303-431-5653. If not available please call 303-809-0158.

## CHILDCARE STATEMENTS

Childcare statements are sent out at the beginning of the next calendar year, please contact the Owner if your contact information has changed and you would like to have a childcare statement provided. You must allow at least 1 month for the statement to be processed and be current on all fees and tuition.

If you need monthly statements for dependent care reimbursement you will need to provide the correct forms and/or the specific information and formatting needed. You must allow at least two weeks for these forms to be completed. Please send information needed to the owner.

## CLASSROOM VISITORS

There are several things that must be considered before a request to visit a classroom can be granted. Only parents of a child will be allowed to spend time in the classroom observing. In the case of extended family, each parent must write a note approving the visit to the classroom by anyone other than the birth parents. Privacy issues must be considered when allowing visitors to the classroom. If the visit is for things like speech therapy or OT these must be approved by the Director or Owner first so we can coordinate. The visit must be coordinated with the director, and the classroom teacher. It should take place at a time when it will cause the least amount of confusion to the classroom dynamics. Visitors must sign into the visitor log, and be in proper dress.

## CONCERNS

If you have a concern/complaint you should first address the director or owner. If your concern is not addressed to your satisfaction, you may contact The Division of Childcare, The Colorado Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203-1714.

## CONDUCT-SAFETY/DISCIPLINE

We believe that teaching children appropriate behavior is an important part of their education; we will use positive behavior support to teach and encourage children positive behavior.

Children will receive guidance regarding the proper behavior and instruction as to how to handle all emotions to include, but not limited to, anger, frustration and peer interactions.

Children will be made aware of the classroom rules each day and rules will be posted in each classroom. We believe that all children desire to make good choices and be accepted by their peers. We feel a strong responsibility to give the children the tools they need to have positive social interaction with their peers, family and the greater community.

In the event that a child does not respond to positive guidance techniques, we will request a meeting with the parents, at that time the child may be placed on a behavior support plan devised by the Director, Teacher and Parents.

If it is later decided that the child is not meeting the milestones set in the plan within a given timeline, the parents will be contacted for another meeting. If your child is causing harm to staff or other students parents will be asked to pick the child up. Return to school will be at admin discretion. Steele School for Early Learning reserves the right to deny further enrollment to any child unable to comply with the guidance offered here. This would be a last resort.

Constructive methods for behavior are used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are never used.

## CURRICULUM

Steele School for Early Learning provides an enriching, academic based curriculum, based on age appropriate, child centered activities, hands on activities. Teachers focus their lesson plans around the interests of the children to help keep them engaged. Children are provided with large blocks of time to explore and interact with other children in the group. We will provide children with outdoor time each day,(weather permitting) so we would ask that you provide your child with clothing appropriate for the weather.

## DIAPER AND SUPPLIES

Parents will be given a list of items to bring to school. Be sure you send an ample supply of diapers. Your child's diapers will never be used for other children. Disposable diapers are preferred, however if cloth diapers are used, each soiled diaper will be sent home in a wet bag that the parent is required to supply. (According to State regulations, we are not permitted to rinse soiled clothing.) A clean cover is required for every change.

When supplies run low, you will be asked to bring these. If you do not provide them, after 2 attempts, you will be charged \$2.00 per diaper and \$2.00 per day for wipes.

#### DISMISSAL

The school reserves the right to dismiss/disenroll any child whose tuition payments are more than two weeks in arrears, without verbal or written communication from the parent to the office.

#### DRESS CODE FOR PRESCHOOLERS

Children Toddler through Preschool may wear any type of clothing that is easy for them to remove in the event of toileting or diapering. We request that they wear sturdy shoes or sandals with backings. We encourage the child to wear socks with shoes or sandals. For safety reasons, no "flip-flop" type, or backless shoes will be allowed ("Crocs" are discouraged). We ask that you label the children's extra clothing with his/her name in permanent marker. All girls must wear shorts under their dresses,

Please note: Children do get messy, so please keep in mind that children should be dressed for a busy, maybe messy day.

#### EMERGENCY PROCEDURE

In the event of an illness or accident needing medical attention, we will follow the parents instructions as stated on the Emergency Form. Steele School for Early Learning will always try to reach the parents, but in the event we are unable to contact you, it is the responsibility of the family to accept the expense for emergency medical treatment.

#### DRILLS AND EVACUATIONS

During fire drills or an actual emergency, the approved plan of exit will be used with teacher and staff supervision. Monthly drills will be held to familiarize the children with proper procedures set forth by the Fire Department.

Each quarter we will also practice other drills such as lock-in, lock-down, and tornado.

In the event of a fire or tornado or other unforeseen disaster, all children and school personnel will either be evacuated from the building or gathered in the safest location for the situation.

#### Evacuation Sites

**Neighborhood (Evacuate building)-** *Faith Christian* 4890 Carr St. Arvada, CO 80002

**Secondary Neighborhood (Evacuate building)-** *Head start* 5150 Allison St, Arvada, CO 80002

**Out-of-Neighborhood (Evacuate area)-** Mountain Phoenix 4725 Miller St. Wheat Ridge, Co 80033

## FUNDRAISING

Tuition and fees provide only a portion of the total operating costs needed to provide quality education for your child. Private schools receive no outside funding and must make up for shortfalls in tuition and revenue.

Therefore, parents of private school students are asked to take an active part in one or more areas such as fundraising, volunteering, donations, etc.

Steele School for Early Learning strives to keep tuition costs at a minimum and can only continue to do so with parent cooperation and participation.

## GENERAL POLICIES

1. Parents are to provide their own transportation for each child, both to and from the childcare center. Childcare personnel WILL NOT release the child to anyone other than the child's own parent/guardian or other adult authorized by the parent. If specific individuals are not allowed to pick up a child we must have their name on file and/or a legal paperwork order. Childcare staff may not take children home.
2. PLEASE DO NOT allow your child to bring food, gum, candy or toys. (unless it is for Show and Tell) to school at any time.
3. It is your responsibility to read the newsletters that are sent via email and notices sent home with your child. This contains important information regarding special activities, picture days, school closures, supplies needed, etc.
4. Your child is always welcome to bring a favorite storybook or other educational material to share with the class. Please ask your child's teacher first for the best time.
5. Any change of home address, phone numbers, or place of employment, should be reported to the school office IMMEDIATELY. Updated forms will be sent out annually.
6. In order to facilitate a child's independence, care should be taken to see that clothes fit, have large buttons and buttonholes, or a zipper down to front, Shoes should have laces with tips and no knots.
7. Children often take puzzle parts, little cars, and other items home in their pockets entirely by accident. They slip them into their pockets to have them 'handy' and then forget to put them back. We would appreciate parents returning these items to the school.
8. For Toddlers and Infants you will receive a daily report informing you of how your child's day went: nap times, how well he/she ate highlights of the day, etc.

9. If you have outside interests to supplement your income, the childcare center MAY NOT be used as a source of solicitation. ( asked to babysit, buy from students ect..)
10. Discipline and guidance will be consistent and based on an understanding of the individual needs and developments of the child and will be directed toward teaching the child acceptable behavior. Children will not be subjected to harsh and cruel treatment, humiliation, abusive language, or punishment associated with food, napping, or toilet training. Our staff will employ distraction, redirection, verbalization of feelings, teaching by example, and ample praise for appropriate behavior. The above healthy outlets for emotion teach skillful adaptation to interaction with others and teach the child acceptable outlets for negative feelings. Our staff will react positively in a fair, clear, and consistent manner in a happy relaxed classroom atmosphere. Parents will be notified and a meeting may be necessary with admin to ensure that children who exhibit certain behaviors that are considered harmful to the class, themselves, or the staff are addressed.
11. All children are required to pay for all days in the week whether in attendance or not. Tuition is due the first day they attend each week or due the 1st of the month for monthly payments.. We ask that you indicate the dates you are paying for on your check or in the notes/memo section for online payments.
12. TUITION IS ALWAYS DUE IN ADVANCE. We accept payments in CASH, CHECKS, MONEY ORDERS, and VISA Payment may be made online at [www.arvadapreschool.com](http://www.arvadapreschool.com). Look for the make a payment tab and follow instructions. In the notes section you must include the child/ren name(s) and week or month paying for.

**CHILDREN WITH SPECIAL NEEDS-** As stated in A7411.1#2: Rules and regulations set forth by the Department of Social Services, Steele School for Early Learning does accept children with special needs if we feel we can be of help to them. Children with special needs will be accepted on an individual basis.

#### HOLIDAYS

The school is closed for all federally accepted holidays. We also closed for teacher training days. (These are paid tuition days) Please refer to our school calendar for complete listing.

Check School Calendar and weekly newsletters for Holidays and school closing.

There will be no adjustment in fees for any of these holidays.

#### HYGIENE

Steele School for Early Learning will include provision for personal hygiene, such as washing hands and face before meals and hands after using the toilet. Disposable towels will be used. If a child has a "bathroom accident", wet or soiled clothing will be changed promptly. We will dress your child in the extra set of clothing you provide. State regulations specify that we are not allowed to dump and/or rinse soiled clothing. They require that soiled (poopy) clothing be sent home in a zip-top or grocery bag .

#### INCLEMENT WEATHER POLICY

##### SCHOOL CLOSURE DUE TO WEATHER

Steele School for Early Learning will follow the Jefferson County Public School system weather closure schedule. As part of that we will observe the same extreme weather closure days as the county. In case of circumstances that would necessitate the closing of school, such as blizzard snow storm, tornado, or natural disaster, parents should listen to or visit: Channel 9 news or <https://www.jeffcopublicschools.org>. Please listen/visit these stations or call the school. In the event school is to be dismissed before the regular closing time, these same stations will make announcements, or individual calls may be made.. An email will be sent, a post to our facebook page, and our voice mailbox will be changed to ensure proper communication. In the event of inclement weather and Jeffco is not in session, the call will be made by the owner. It will be posted and/or sent out by 5:30/6:00 am. Check your email, channel 9 news closures, our website, our facebook page, or call Steele School.

#### **DELAYED SCHOOL/CHILDCARE OPENING**

If Jeffco schools call for a delayed start we will open at 9:30am. This information will be sent via email, posted to our facebook page, and our voice mailbox will be changed to ensure proper communication. On days there is a delayed start the cut off time for arrival will be extended to 11am

The tuition will remain the same and no refunds or credits will be given.

Children will not be taken outside to play during inclement weather (if it is snowing, raining, lightning, black clouds, high winds, or excessively hot/cold weather, etc.). Children will be offered a drink of water whenever needed as well as following outside play. On excessively hot weather days the children will be kept inside the building or in a shaded area. Labeled sippy cups or water bottles may be sent to school, and must be taken home everyday. The childcare teacher will take these outside whenever the children go out to the playground.

#### **INFANT & TODDLER POLICIES**

##### **General Information**

Every day you will receive a daily report informing you of how your child's day went: nap times, how well he/she ate, his/her diaper schedule, etc.

Infant bottles must be brought in pre-made, labeled with your child's name, date, and contents. It is recommended that you leave one clean bottle and formula in case of emergency. If sending breast milk, please label bottle as breastmilk, with first and last name, date and red band (band provided by us). You may bring one frozen bag to be used as an extra. This must go home at the end of the day.

Please label all bottles and food with first and last names and contents. Everything must go home at the end of the day.

##### **Bottles, Sippy Cups and Beverages**

Infants will not be allowed to move to the next classroom, until they are completely bottle free.

Infant/Toddlers must always be sitting when drinking from a sippy cup. Water or milk only.

##### **Mealtimes and Snacks**

Parents provide all food for infants. Infants will wear a bib at mealtimes. After they eat, their faces and hands will be washed with soapy water. We will wash bibs and Washcloths daily. The staff member will supervise them when they are eating, and if necessary, feed them.

Due to allergies with infants, all food that are brought to school must have been tried at home at least three times.

If a child has specific allergies or special dietary needs, please notify the director and supplement as needed.

#### Miscellaneous

If car seats are brought to school, please place them in the designated area in the classroom/outside the classroom. Children are never placed in a car seat for disciplinary reasons or at any other time. Children also may not be left sleeping in car seats. Staff are not allowed to remove children from car seats or buckle them in.

An evacuation crib will be used for transporting infants for fire drills. Toddler wagons will be used to transport toddlers during evacuation drills.

#### LABELING OF CLOTHING – LOST AND FOUND

Your child's clothing, especially jackets, coats, boots, etc. should be permanently marked. Items that have been "lost-found" will be accumulated on a weekly basis and brought either to the school office or the "lost and found barrel". You or your child may check the barrel at any time. At the end of the year, the items that we have collected and that have not been claimed will be given to a charitable organization.

#### MEALS

A nourishing snack is provided during the day. A nutritional lunch is furnished at lunchtime, from August 2019 until April 30, 2020. Parents will provide lunches beginning May 1st, 2020. Sufficient time will be available for snacks to be unhurried. Infants will provide all food and formula used here at school. Infant 2 will be offered snacks.

Steele School may discontinue the lunch program at any time, with reasonable notice. Starting April 30, 2020 all parents will pack a nutritious lunch and snack everyday. Do not send sweets or nuts.

#### MISSING OR LOST PERSON

Should a child be missing, staff will search the building and ground completely. If the child is still not found, the police and parent/guardian will be notified while staff continues searching the immediate surrounding area.

#### PARENT INVOLVEMENT

Parent involvement is very important. You will receive newsletters from your child's teacher indicating what we have done, what we are doing, and what is ahead. We need parents to help with school functions with school functions, ground maintenance, and help with programs. We would love to involve you!!!

#### PARENT-TEACHER COMMUNICATION

Newsletters will be sent home or emailed outlining what they will be doing. Please be sure to read and note anything that affects you or your child, and to keep informed of new school policies as well as other important information. We have provided each child with a "mailbox/cubby" to serve as a place to put all their papers, reports, receipts, etc. Please check your child's mailbox each morning and evening that you come.

## **PARENT-TEACHER CONFERENCES**

You may call the school office and request a conference with the administration, Childcare Director, and/or teacher anytime you wish to discuss a concern, questions, or problems regarding your child. Pre-K students will have conferences in October and April.

## **PICTURES**

Pictures of your child may be used in any Steele School publication including but not limited to Steele School brochures, newsletters and websites. This is part of the enrollment packet. If you wish for your child picture to not be taken or used, mark on consent and release form and notify admin. Because of this we ask that you do not take pictures or videos of other children.

## **PROGRAMS, GOALS, PHILOSOPHY**

Children grow in many ways, some of which may be summarized by the following terms: physical, cognitive, emotional, and social. Programs committed to excellence in design and practice, will be developed to enhance and nurture growth in the many areas in a child's development.

Our program has been planned for the emotional, physical, social, and intellectual development of the individual child. Your child needs to extend his relationships with others of his own age to learn to be creative, imaginative, cooperative, and to develop social ability, skills, and independence. This is given the utmost attention by our well-trained and dedicated teachers.

Each child will be guided toward finding tools that he can use to cope with the demands of his environment whether they are personal, social, mental, emotional, or physical. Individuality and independence will be encouraged. Each child's large and small muscles will be developed to their greatest potential through structured and unstructured experiences in the environment.

The natural curiosity of the child will be encouraged through free exploration and openness to questioning. The growth of each child's Intellectual and language skills will be encouraged. Within our curriculum, experiences are provided to help each child develop in his own growth pattern.

## **PROPAGANDIZING AND SOLICITATION**

The school should not be used for merchandising. No private selling, soliciting, petitioning, promotional, etc. may be conducted on school property.

Tracts, flyers, posters, etc. not authorized by the administration are not to be brought to school. Programs or special events by outside organizations cannot be promoted. Fundraising programs promoted through home businesses such as Amway, Tupperware, Mary Kay, Avon, etc, will not be considered as a school fundraising program.

Any fundraisers that are conducted by the school are only done so after board approval based on a benefit to the school and non-conflicting interest on the part of a parent, staff member, or student.

## **RELEASE OF CHILDREN**

Please list ALL persons who MAY pick up your child/ren and anyone who MAY NOT pick up your child/ren on the Pickup Form. Your child will only be released to persons listed by you. If there is ever a change in who will pick up your child, it is YOUR responsibility to notify the school office PRIOR to the change. This includes a neighbor, car-pooler, babysitter, or relative that you have not listed previously on the card. If the office is not notified, your child will not be released. This is for your child's protection. The parent/guardian MUST notify the school beforehand. It is the policy of the school to strictly adhere to this rule. No child will be allowed to leave with any other person without the consent of the parent/guardian.

Given the volatility and frequency of child custody problems, it is imperative that this information be updated as needed so we can release your child/ren to authorized persons only. A copy of court orders or documentation must be given to the Steele School in order for us to be able to enforce.

## **REPORTING SUSPECTED CHILD ABUSE**

By law Steele School for Early Learning is required to report any suspected child abuse to the Department of Human Services.

## **REST TIME**

Each child present for full time childcare is required by the State of Colorado to take a rest after the noon meal. Rest time is from 12:30 to 2:30 pm daily for preschool (12:00-2:30 for Toddlers). Sleep is desirable, but not a necessity. Please provide a toddler-size fitted sheet and small blanket for your child's rest mat. Mark it with your child's name in large block letters with an indelible marker. We take care of laundering the sheet and blanket weekly. The child may also bring a "sleeping buddy" to school for naptime. This will be given during naptime only (1 year and older only).

We will wash it weekly here at school. Please label your child's name. Infants sleep at their own individual schedule.

## **SCHOOL CAMPUS SECURITY**

All Steele School for Early Learning staff members are security conscious and policies are in effect to protect your child including our "Closed Campus" policy, May/May Not Pick Up lists, radio communications, and ID log required for all visitors. Staff members are always vigilant to report any suspicious situations to administration immediately and are watching building and grounds at all times.

Parents are given a code for the front door. We ask that you not share this, as it can be a security issue. We have a doorbell for people to ring, to get into the building, if they do not have a code.

## **SCHOOL VISITORS**

School visits by parents are encouraged at any time; however, according to the Colorado State Department of Social Services Reg. #7.702.34c visitors who are unknown by Administration or school personnel must first "Log-In" in the Director's Office. Visitors must provide their name, current address, phone number, and state the nature of their visit. Steel School will verify this information with the visitor's current ID (driver's license). A "Visitor's Log" book is provided for this purpose. When a parent has a visitor who is planning to tour the school, please call the school office and set up an appointment. All visitors are expected to show courtesy and good manners during their visit.

## SICK CHILD POLICY

Ill children will not be accepted for care. Children with any infectious disease or signs of a communicable disease must remain home. These must be reported to Admin. The health of each child will be noted when he enters school and during the day. If any symptoms are observed, he/she will be refused admittance or be sent home. Children must be able to eat, drink, and participate in daily activities. Any child who becomes ill while at school will be brought to the office and checked by the administration. Parents will then be called and expected to pick their child up within ½ hour of the call.

Any child who is sent home will be expected to remain at home until they are symptom free for 24 hours without medication.

Symptoms that require exclusion from school include but are not limited to:

- Flu-like symptoms
- Severe and ongoing cough
- Mouth sores
- Rash (dr. note may be required)

## SPECIFIC EXCLUSIONS

Steele school follows all the requirements and recommendations put forth by the AAP and state licensing. Steele school reserves the right to have policies in addition to the above. Depending upon circumstances and outbreaks at Steele School reserves the right to extend the exclusion period. Including, but not limited to:

- Pink Eye-Must be on drops for 24 hours before child care returns to care. Please see medication administration for details if drops are needed while at school.
- Lice- Child must have 3 treatments of lice shampoo (over 3 days) and be examined by an admin before they can return to school.
- Diarrhea- If a child has more than 3 diarrhea that cannot be contained in a diaper or underwear the child will be sent home. The child must be diarrhea free for 24 hours before they can return to school.
- Fever- a child must be fever free for 24 hours without the aid of medication for 24 hours before they can return. infants 100F toddlers + 101F
- Hand Foot Mouth- Infants and toddlers must be free of sores inside the mouth and on the lips; sores must not be weeping/oozing. If scabs come off during care you will be asked to pick up your child. The child may not return to care for 48 hours from the time of diagnosis. This is in addition to the above. (Dr note required, along with Steele School exclusions.)
- Croup/RSV- Must not be wheezing and have a doctor's note to return. When diagnosed with croup or RSV you must notify the center. The child may not return to care for 48 hours from the time of diagnosis. This is in addition to the above. (Dr note required, along with Steele School exclusions.)
- Vomiting- The child must be not vomiting for 24 hours before they can return to school and also must meet all requirements above.

## SIGN IN AND OUT SHEETS

The parent is required by law to SIGN YOUR CHILD/REN IN AND OUT EACH DAY with your full signature and time. This is a MUST!!! The "Sign-In/Sign-Out" books are located in the childcare office area. We ask that you not take your child from the playground without letting the teacher know and signing your child out. In the

event of a fire drill or other evacuation the sign in book is the tool used to account for each child, it is very important that you sign in and out each day.

## SMOKE-FREE ENVIRONMENT

No smoking is allowed anywhere on the Steele School for Early Learning campus or grounds by staff members, parents, guardians or visitors.

**STUDENT HEALTH RECORDS & IMMUNIZATION FORMS:** Students must get a health appraisal completed and signed by their doctor's office. Copies of this form can be found by the sign in book or can be acquired from administration in either paper form or via email. These must be kept updated. Health appraisals are due at 2, 4, 6, 9, 12, 18, and 24 months. After the age of two health appraisals and immunizations are only required annually. An updated immunization record is required at each well child check. This is a requirement for all students and must be kept up to date. If you are on a delayed vaccination plan, this plan must be in writing from your child's doctor then signed and reviewed by the physician, parents, and Steele School. If the plan is not followed this may be terms for dis-enrollment. PLEASE NOTE: Steele School will not accept children that are not fully immunized and will not accept exemptions for medical, personal, or religious.

## SUNSCREEN POLICY

Steele School for Early Learning staff will assist with the application of sunscreen to your child with your written request/permission. They will apply it to bare surfaces including the face, tops of ears and bare shoulders, arms, legs, etc., 15-30 minutes before outdoor activities. The childcare staff will sunscreen the children before morning play and before afternoon play. Sunscreen will be reapplied if outside for more than 1 hour. Sunscreen will not be applied to any broken skin or if any skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. It is the parent's responsibility to provide sunscreen with a minimum SPF of 30. A Sunscreen Permission Form is available from the Office and is also in the enrollment packet under topical ointment authorization.

## TUITION POLICY

Steele School for Early Learning depends on your timely and current tuition payments for its budget. The policy of Steele School is that all tuition is due and payable in ADVANCE of attendance.

All WEEKLY tuition is due MONDAY by 5:30pm of the current week. If a payment is received after Monday at 5:30pm of that week you will be charged an AUTOMATIC \$10.00 LATE CHARGE and an ADDITIONAL \$5.00 for each week that your tuition is past due.

All MONTHLY tuition is due the 1st of each month. If a payment is received after the 5th of the month you will be charged an AUTOMATIC \$20.00 LATE CHARGE and an ADDITIONAL \$5.00 for each week that your tuition is past due, being accrued from the 5th of the month to date. (When the 5th falls on a Saturday or Sunday, tuition payment may be made the following Monday by 5:30pm.)

There is no reduction in rates for illness, holidays, snow days or staff planning days. If this school policy is not respected, your child may be dropped from our school enrollment until your account is made current.

An outstanding balance on an account (tuition or childcare fees) at any point during the year may jeopardize a student's current enrollment at Steele School for Early Learning. Steele School reserves the right to place a student on a waiting list at any point to return, due to an outstanding balance on the account.

There will be a \$35.00 bank charge for all checks that are returned to us for insufficient funds. You will be called when your check is returned to us, and we will charge your account. The school reserves the right to dismiss any family whose checks are consistently returned or require "cash payments only" thereafter.

Potty training rates are independent of which classroom they are in. See Toilet Training section for more details.

#### **TUITION/FAMILY RATES**

Steele School for Early Learning will offer a 5% discount for military, service jobs (ie,-; fireman, police, emt.), and/or families with two or more children enrolled in the school. discounts may not be combined. Ask administration for details. Steele School does not accept part time enrollment.

#### **TUITION/PAST DUE ACCOUNTS**

A percent per month service charge 1.5 % (annual 18%) may be charged on all accounts 30 day past due. An approximate \$250 service charge will be assessed on all accounts that are turned over to our collection agency. This will happen after all attempts by the school have been ignored. You are to assume that if your account has been turned over to our collection agency, that your child has been withdrawn.

#### **TOILET TRAINING**

We will not attempt to toilet train children under the age of 18 months. We will be happy to assist in potty training after the age of 18 months if parents request.

When your toddler turns 2 ½, has a clear understanding of and is consistently involved with the toileting process, is emotionally and socially ready, and there is room in the next classroom he/she may be advanced to the next group. Administration will give you notice when we see your child is ready. To be considered fully potty trained, the child must be accident-free for at least four weeks, this is to include no pull up and dry at naptime. Potty training rates are independent of which classroom they are in.

#### **VACATIONS**

You are allowed one week ( 5 days) total (Monday-Friday) for vacation, without being charged tuition, after the first year of continuous attendance. In order to secure your child's place, you must pay for any additional weeks your child is out. There is no credit for vacation weeks not used. Vacation time must be requested in writing two weeks in advance of your scheduled time.

#### **VIDEO AND TELEVISION VIEWING POLICY**

Television and video will not be used in children under 2.5 years old. Children above this age will only use it for the occasional party or fun event (no more than 3 times a year).

#### **WITHDRAWING**

We understand that life happens. People move and great opportunities arise. We are always sad to see students and families leave us, however, we understand. If you find yourself in the position that you need to withdraw your

student from Steele School for Early learning, a written two weeks notice must be given and what their last day of attendance will be. The two weeks after the date of written notice, are required to be paid for, whether in attendance or not.

If you find yourself in a position of wanting to enroll again. This considered a broken enrollment. Your registration fee and annual fee will be due upon re enrollment. This also resets the 1 year continuous enrollment period required to accrue and use vacation time.