



# **PARENT HANDBOOK**

Policies and Procedures of The Learning Den

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## 1.a Philosophy

I believe that children learn best through meaningful play experiences. My goal is to nurture the children into confident, respectful kindergarten ready kids with not only the academic skills they need, but also build on the appropriate social and emotional skills they will need throughout life. I will teach children the importance of having respect for themselves, as well as other people and other living things. I will help foster social, emotional, physical and intellectual skills through age appropriate activities.

## 1.b Program

The Learning Den is a cozy, in-home program, with a low ratio, and a preschool curriculum for children ages 3-5. The program is designed for the two years prior to your child's Kindergarten enrollment. During the learning center/choice time portion of the day centers for math, science, writing, dramatic play, creative art, blocks/building, library/technology provide enjoyable, hands-on, self guided experiences to foster these skills; while small group times provide opportunities for teacher guided academic experiences. The Learning Den implements the most current academic methods to ensure the children are having fun while learning the needed skills for entering kindergarten and beyond.

A smaller setting, with fewer children allows for plenty of professional supervision and guidance. It also allows opportunities for quality one-on-one time with the children. I can more easily focus on each child, and their individual readiness to deal with the challenges of entering kindergarten, both emotionally and academically with the smaller and more nurturing environment I am able to provide.

## 1.c Curriculum

The Learning Den utilizes a theme-based preschool curriculum, Teaching Trailblazers a complete PreK Curriculum, geared towards fostering children's development in literacy, math, science, teamwork, creativity, and both large and fine motor skills. I also facilitate in the growth of the children's social and emotional development, and their conflict resolution and problem-solving skills. The foundation of my program is to provide a supportive and nurturing environment, built on positive relationships.

Preschool is a crucial time in a child's development, and incorporating themes into their learning experiences can have a profound impact. From fostering creativity and engagement to enhancing critical thinking skills, preschool themes provide a structured yet flexible approach to education.

Theme-based learning follows a thematic calendar approach where children learn concepts under a different weekly theme. The themed-based approach helps children connect academic content to real-world experiences and build on their prior knowledge of a topic. Theme-based learning is a fun and engaging way to learn at this age as it involves hands-on crafts, storybooks, essential conversations, skill-building activities and encourages a love of learning to carry them forward in their educational journey.

I incorporate the latest research and best practices to take the needs of each child into account, my theme based curriculum is in alignment with the Colorado Early Learning and Developmental Guidelines. I offer developmentally appropriate practices from multiple resources in order to provide a well rounded program designed for the 1-2 years before entering kindergarten. In addition to the use of Teaching Trailblazers Curriculum, I also incorporate elements of the Scholastic Ready for School curriculum to support and enhance my program.

## 2.a Hours of Operation

The Learning Den hours of operation follow the most current Jeffco Public School Family Calendar for student contact days, from an 8:00 am drop off to a flex 11:45 am - 12:00 pm pick up. If you have an exception and need to arrive before 8:00 am on a given day or are running late and will arrive after 12:00 pm, please notify me as soon as possible so I can arrange to be available. Due to operating costs, reimbursement for late arrival or early dismissal are not provided. The Learning Den tuition is a flat rate fee, please refer to section 3.c Tuition for more details.

## 2.b Calendar

The Learning Den follows the Jeffco Public Schools Family Calendar. School will begin mid-August and continue through May. Please note this does mean I can close for unplanned Jeffco closure days, such as inclement weather. Parents will be notified of exact dates of planned closures in the monthly newsletter as well as having the Jeffco Family Calendar to reference. In the event of an unscheduled closure, families will be notified as soon as possible via text, email and/or phone call. Please reference the most current Jeffco Family Calendar for the current schedule of student contact days.

## 2.c The Learning Den Daily Schedule

8:00 am	Arrival
8:00 am - 9:00 am	Learning Centers/Choice Time
9:00 am - 9:15 am	Circle Time
9:15 am - 9:30 am	Group Activity/Art, Music or Fitness
9:30 am - 9:40 am	Library Time
9:45 am - 10:00 am	Snack Time
10:15 am - 10:45 am	Outside Time
11:00 am - 11:30 am	Lunch
11:45 am - 12:00 pm	Pick-Up/Home

### 3.a Enrollment/Admission and Registration Procedures

Interested families will need to schedule an in person visit to meet me, see the space and ask any questions they may have. Following the visit, if we feel that The Learning Den is a good fit for your family and child, then an application can be submitted. There is a one time, non-refundable registration fee of \$50 per student at the time the application is submitted, program space is limited and this fee will allow me to hold a space for your child.

I will then provide all enrollment forms and any health care forms and plans needed. Typically a child begins their enrollment in August at the beginning of the academic school year, however a child is eligible for enrollment (providing space is available) at any time after his/her third birthday, and after all enrollment forms have been completed and provided to me. UPK enrollment will follow current UPK enrollment procedures (please visit [upk.colorado.gov](http://upk.colorado.gov) to learn more about UPK Colorado). *Please note: All enrollment forms must be submitted prior to your child's start date.*

### 3.b Withdrawal

Parents or guardians may withdraw their child at any time. If withdrawal is made during the month without prior notice, payment for that month is forfeited. Notification is appreciated as early as possible, 30 days notice is required. I reserve the right to discontinue services for the following reasons but not limited to: nonpayment, lack of required documents, inability to adhere to my policies and procedures, my inability to provide child with needed resources, the enrollment of child poses a threat or danger to themselves or other children enrolled.

### 3.c Tuition and Fees

Based on the Jefferson County School Calendar student contact days: 175 days  
 $175 \text{ days} / 5 \text{ days} = 35 \text{ weeks}$ . Tuition is based on 175 days or 35 week school year.

The Learning Den is a flat rate fee based on \$36 day (\$9 hr x 4 hour preschool day) billed at the beginning of each month. You will receive 10 tuition bills at the beginning of each month from Aug - May. Your first tuition bill will be provided to you at the welcome back open house or your child's first day.

Due to operating expenses, I can not reimburse if a child does not attend for their regularly enrolled day/s. I will work with families to provide make up days for absences due to illness within reason.

5 days a week \$630 month  
4 days a week \$504 month  
3 days a week \$378 month  
2 days a week \$252 month

There is a one-time \$50 enrollment fee to hold a child's place on the roster, and there may be additional fees for a planned field trip. Families will be made aware of any cost for a field trip ahead of time.

### 3.d UPK

The Learning Den is a registered UPK provider. UPK Funding is available for a child who will be 4 on or before Oct. 1 of that academic year. Returning enrolled families will be given priority for placement in the UPK matching process through a pre-registration period. Following this pre-registration period, the number of seats available at The Learning Den through the UPK will vary from year to year based on returning and pre-enrolled families. UPK funding will cover 15 hours, or 4 days at The Learning Den. Please visit [upk.colorado.gov](http://upk.colorado.gov) to learn more about UPK Colorado.

#### 4.a Arrival

The Learning Den will remain closed until the drop-off time starting at 8:00 am. There is not a place for students and parents to wait if arrival is before 8:00 am. For safety reasons parents or authorized adults must accompany their child into The Learning Den classroom and then complete the sign in log with a complete signature, time of drop off and the best phone number to be reached that day. The children will then put away their belongings into their cubbies and transition to our center time.

#### 4.b Dismissal:

When a child is picked up, an authorized adult must come into the classroom and complete the sign out log. The pick up person must be listed on the authorization form and ID will be checked if it is someone other than the parent or guardian. If child is not picked up within ten minutes of closing a phone call will be made to parents and/or authorized persons for pick up. If a parent or adult authorized for pick-up can not be reached, your child will remain in our home until someone can arrive to pick them up. The Learning Den may charge \$1.00 a minute for each minute past 12:00 pm. In the event you are unable to pick your child, quiet activities, adult supervision and food will be provided per State regulations until an approved adult or other local authorities have arrived to pick-up child.

If you and your emergency contacts cannot be reached by 7:00 pm local authorities will be called. The Learning Den is not a provider approved for care beyond midnight, therefore notification of local authorities may be necessary if unable to reach anyone past this time.

Children will be released only to persons listed on their enrollment form. Anyone not known to the provider will be asked to provide an ID. If you have an emergency and need someone not listed on the enrollment form to pick up your child you will need to call and give verbal authorization. That person will need to show ID. If someone attempts to pick up your child and they are not authorized 911 will be called. A parent has the right to pick up their child whether they are listed on the enrollment form or not unless court orders do not allow for this. I will need to have a copy of any court orders.

If you or any other person arrives to pick up a child and appear to be under the influence of drugs or alcohol, I will encourage you to let me call someone to come get you. If you leave with your child I will call 911 as per state regulations.

#### 4.c Visitors

All visitors must sign in and out in the visitors log. For the safety of the children no one except parents, authorized adults or pre-arranged visitors will be allowed in. If a child will be being picked up from someone on the approved list, please have them ready to provide ID for the initial pick up.

On occasion people from our community may come to visit and teach us about their professions; i.e.- firefighters, dental hygienist, etc. Parents will be notified prior to such visitors.

### 5.a Use of Interpreters

If an enrolled family is in need of an interpreter for oral communication or needs to have materials translated into their home language the provider will contract with Language Line Solutions.

### 6.a Referral Procedure/Early Intervention

Early intervention services are an extremely important tool. These serves are intended to improve function, promote social competence and integration, and enable families to understand their children's needs so they can better prepare for the future and prevent unnecessary secondary disabilities.

The Learning Den will provide some options of local services/resources and specialists who can serve as an important resource for our program and families when needed. If a parent believes that a child needs an evaluation, I will refer her or him to the appropriate resources. I will use the following procedures for referring parents to appropriate social, mental health, educational and medical services, including dental, hearing, or vision services, should we feel that an assessment for such additional services would benefit the child.

- I will offer assistance to the child's parents in making the referral.
- Parents are encouraged to call or request an evaluation in writing.
- I will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services.
- I will keep a written record of any referrals to medical, social, or mental health services.

### 6.b Development and Implementation Plan/Early Intervention

Development and implementation of any individual family or child plan through these services will be respected and followed, based on the results of the assessment performed by the referred agency. The Learning Den will collaborate with referring agencies that conduct services by either allowing services to be performed at the childcare site, modify lesson plans to include activities to incorporate service recommendation or collaborate with families to promote services for the child. These services include but are not limited to speech, occupational, physical therapies. They could also include behavior modification or social emotional services. I reserve the right to dis-enroll a child if the safety of that child or enrolled children is at risk, or if the child is at risk because needs exceed "reasonable" accommodations.

### 6.c Special Needs

As a FCCH (Family Child Care Home) I am not equipped to handle all levels of disabilities, but decide each case on an individual basis. In the event a child has needs beyond what my home and or program can reasonably provide, I would be happy to assist a family in locating services that would better fit your family and your child's needs. In the event of a situation a child either has an IEP or is in need of an IEP for services beyond what I can safely and effectively provide, I will partner with families to find a program and services for this child's needs. The Services offered for children with special needs is in compliance with the Americans with Disabilities Act, which states accommodations will be made "within reason".

## 7.a Transition Information For Incoming Families:

When a family wishes to enroll at The Learning Den, they will be given information and directed to the website for an initial introduction on my program. Then, if interested, the family will be invited to visit and ask questions in person. If at this point, the family wishes to apply, they will be given an application and given the opportunity to ask any further questions they may have. This offer stands to reach out with further questions at any time.

Starting at Preschool is a big step for any young child and I strive to make it as smooth as possible for the children and families.

Details and information on the particular needs of the child will be collected before your child's first day. I encourage parents to speak positively about starting school. I am happy to allow children to bring a favorite toy, or comfort item to help their transition into school when it time for their enrollment.

Families will be invited to "pop in" and see the space and visit again with their child as their enrollment date approaches. This is particularly beneficial for families who may have enrolled a year or two prior to their child's start date.

I will always host a "welcome to school" open house the week prior to our first day of the new school year as well. I encourage all families to utilize this visit to get their child excited about their first day, and help ease any worries they may have.

## 7.b Transition from Preschool/PreK into Kindergarten

The other transition that is supported at The Learning Den, is when a child is leaving for kindergarten. Families will be asked to attend a Spring Conference a few months before the child is due to leave so we can review kindergarten readiness and go over some tips and ideas to help ease the transition into Kindergarten. If resources are necessary for a smooth transition to Kindergarten for your child, they will be shared with families at the Spring Conference.

I aim to make transition into any new setting from preschool as fluid and positive as possible. I may suggest school visits to their new school. I may provide ideas you can utilize over the summer to prepare. I will provide feedback on their Kindergarten readiness in alignment with the Colorado Early Learning and Developmental Guidelines via our assessment as well as observation notes at bi-annual parent teacher conferences.

I will help the children to explore positive ideas about school by positive discussions in circle time, reading stories about starting school, listening and responding to the children and their thoughts.

Assessments will be performed twice a year and feedback will be shared at our Fall and Spring Parent Teacher Conferences. This information is a wonderful tool to aid in preparing and transitioning from the preschool/PreK class to Kindergarten.



### 8.a Field trips/Special Activities

We may choose to do the occasional Field Trip away from the neighborhood. If this were to occur, parents would be notified well in advance. A signed permission form would need to be submitted prior to the day of the field trip. This form will include: locations, estimated times of attendance, and a phone number to contact me during the trip; and written permission from the parent(s) or guardian(s). This form must be completed specifically for each filed trip prior to the trip. Money for admission will also need to be submitted prior to the day (if applicable). If you do not want your child to attend a field trip you will need to make alternate arrangements for their care that day. A signed field trip permission form must be returned prior to the field trip for any student joining us. For safety and liability issues, parents must provide and install a car seat appropriate for their child in the event my vehicle is needed for transportation.

I will always encourage families to join us and provide their own transportation as my seating is limited to two children - and our field trips are a wonderful opportunity for family engagement and interactions. I do offer a make-up day or tuition free day to families who join us and drive their own child on field trips.

### 8.a Unscheduled Excursion; Such as Emergency Situations

For any unscheduled excursions away from the home, such as an emergency situation, I will provide notification upon departure to the parent(s) or guardian(s) via an electronic method such as a text. It will include: location, estimated times of attendance, and a phone number to contact me while we are off-site.

### 8.c Routine Field Trips and Off-site Excursions

We will often use the local city parks in the Whisper Creek neighborhood for our outside time or special activities such as a picnic day. Routine field trips and excursions require the annual authorization form to be completed. This form includes departure and arrival times to and from The Learning Den for days we walk to the park; and pick up and drop off times and locations for the park should you need to drop off or pick up your child during this time. My cell phone will always be with us should you need to reach us during this time.

### 8.d Transportation

With the exception of possible pre-arranged field trips, I do not provide transportation to or from my program. In the event of an emergency evacuation situation, getting all children to safety is my priority and we will use my vehicle accordingly. My vehicle is not equipped with infant or booster seats, so for any planned excursions, parents must provide transportation or install a car seat appropriate for their child in my vehicle and provide a signed field trip permission form giving permission for me to provide transportation for this event. I will always encourage families to join us and provide their own transportation as my seating is limited to two children - and our field trips are a wonderful opportunity for family engagement and interactions. I do offer a make-up day or tuition free day to families who join us and drive their own child on field trips.

## 9.a Forms and Records/Immunizations

State regulations require a file on each child which includes the following:

1. Child's Enrollment Forms including all Emergency Contact Information
2. General Health Form
3. Immunization Record and Form
4. Sunscreen Permission Form
5. Off-Premise Permission Form
6. Media Use Form
7. Photography Form
8. Any needed Health Plans
9. Forms for Specific Off-Site Field Trips as they Arise

As required by the Colorado Department of Human Services, each child needs a yearly medical statement, updated emergency form, and current immunization report from your physician. The Learning Does does require all current Immunizations for enrollment.

## 10.a Substitutes

I will make great effort to be in attendance the hours of operation. However, there will naturally be the occasional times I will need to be away during these hours. You will be notified in advance whenever possible, and the substitute will be an authorized adult whom I personally have selected to provide care and supervision during my absence. I will contact all families prior to any absence. If the absence is unscheduled, i.e. illness or family emergency, you will be contacted soon as possible via a phone and/or text. If there is an unscheduled closure to the site, you will be notified via phone as soon as possible. In the event of an unscheduled closure, and no substitute is available, I will contact you directly to assist with finding back up child care if need be. Substitute use will be in compliance with Rules Regulating Family Child Care Homes.

## 11.a Appropriate Clothing and Protective Equipment

Please dress children in clothing that is comfortable and durable. The Learning Den prides itself on being a hands-on program. This can mean that the children may experience the occasional "messy" activity, such as painting, planting and gardening, science experiments - as well as time outdoors. Clothing worn by children should be washable and I advise nothing you will worry about being damaged. In the event your child should have a bathroom accident while here, please have extra clothing available in your child's backpack or cubby and I can assist them with getting cleaned and dressed. Please check the weather and be sure to dress your child for appropriate weather conditions for that day, and or be sure they have the necessary clothing sent with them. Weather permitting we will try and get outside daily, be sure they have what is needed with them to be comfortable for the days weather.

Your child is welcome to bring a bike or scooter to allow for large gross motor activity time, but protective equipment, aka helmet, must be provided by parent or guardian and accompany them and be worn at all times they are riding their bike or scooter at The Learning Den.

### 11.b Diapering, Toileting and Accidents

All enrolled children are required to be fully potty trained and using the bathroom independently by their first day of attendance. The Learning Den is not equipped with the mandatory diapering and changing facilities necessary to be compliant with diapering so please reach out prior to your child's first day if you have concerns.

While I do require children to be using the bathroom independently by their start date—toilet learning should never be pushed before a child is ready, so please talk with me if your child is still in the process and we can work on this together. I understand it is natural for accidents to occur even after a child is using the toilet independently, so please keep an extra set of clothing in their backpack or cubby area.

### 12.a Storage, Loss, Damage or Theft

Each child will have a cubby area that they can leave extra clothes and supplies in. Please do not send your child with something so valuable that it cannot be replaced. In the unlikely event that your child intentionally causes damage to my property or theft occurs, a parent may be responsible for compensation. The normal wear and tear of the space and materials is expected and planned for, and materials typically are replaced at my expense as needed.

### 13.a Media Use/Screen time

Only developmentally appropriate media use including, but not limited to, television shows, video, music, tablets, smartphones, and software will be used at The Learning Den on occasion; and time limits for all media use will be effect. Children will not watch TV or movies except for the special occasions, such as a day before a school break or an earned celebration (i.e. Pom Pom Party). The children will always have this as an optional choice and may get up at any time to choose a developmentally appropriate alternate activity. There will sometimes be a computer or tablet available for technology time during centers, that will have parent-approved time limits they have provided on the signed media authorization form on file.

### 14.a Meals and Snacks

I will provide a daily morning snack in compliance with Rules Regulating FCCHs. I will post the weekly snack plan on the refrigerator for families to view what is being served. Lunches are to be provided by the family and they can be stored in our class room refrigerator. A microwave is available to heat up anything that may need warming as well. Healthy diets and lifestyles are always encouraged, as I aim to aid in establishing a life time of healthy choices.

The Learning Den program is for 3-5 year olds, so there is no procedure or guidance for transitioning from breast-feeding to a bottle and/or cup, or from a bottle to a cup, as all children must be independently feeding themselves by their start date.

### 14.b Food Allergies and Special Dietary Needs

If your child has a food allergy, I need to know prior to their start date. I will need to have a Allergy Health Plan on file, completed and signed by a physician prior to their start date. The family and I will review the health plan together, and be certain any medications that may be included on the health plan are with the child at all times. Medications will be stored according to licensing requirements. In the event of a medical emergency due to a food allergy, emergency medical plans will be put into effect immediately. Depending on the severity of a child's food allergy, I may require this food be omitted from the classroom while the child with this allergy is enrolled; i.e.. "nut-free zone". If your child has special dietary needs, I will need to be made aware prior to their start date so I may provide a safe alternative.

### 15.a Positive Behavior Guidance

I make every effort to create a safe community environment, the children are taught and encouraged to use Supportive Social Learning, where everyone is included in creating a sense of community. I will make an effort to work together to solve an issue without removing the child from the activity. There will naturally be times a child will still need time to regroup, I encourage them to take some time in the cozy, calming corner to work on self-regulating utilizing one of our many calming materials or techniques if need be. The Learning Den is for children 3-5 years of age, and learning to self-regulate is a large part of development for these years—so we will calmly and respectfully work on these skills daily. Time outs are not used, but instead we focus on working through the problem together. It is at the core of my program to promote warm and responsive positive child, teacher and family relationships. I aim to create and maintain a socially and emotionally respectful early learning and care environment. I implement strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in the children; and I provide individualized social-emotional intervention supports for children when the need arises; including methods for understanding child behavior, and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.

My curriculum and weekly lesson plans are always incorporating new strategies to help us all work on creating a safe space where the children learn problem solving skills, appropriate peer interactions, and build on their social and emotional skills. Positive guidance is at the core of my philosophy.

### 15.b Disciplinary Decisions

In the event disciplinary decisions need to be made, I will work with families to partner and implement any necessary additional support needed. I will partner with families to identify and consult with an early childhood mental health consultant or other specialists as needed. Please refer to section 6.a and 6.b regarding intervention and implementation of support plans.

My procedures will be consistent with the policy as stated in 2.316(A)(18) , and include documentation of the steps taken to understand and respond to the child's challenging behavior. I reserve the right to dis-enroll a child if the safety of that child or enrolled children is at risk, or if the child is at risk because needs exceed "reasonable" accommodations.

#### 16.a Rest and Sleep Related Requirements

The Learning Den is a morning, half day program and no rest or sleep time is incorporated into our daily schedule. Should a child become ill while in attendance, and they are in need of being temporarily separated from the other children to rest until a parent or guardian can immediately arrive for pick up, I can provide a separate space for this temporary time of rest.

#### 17.a Outside Time

All children will play outside daily for at least 30 minutes weather permitting. However, the amount of time spent outside can depend on the weather. There will be times when the weather extremes will keep us inside or limit our outside play time that day. In the event of decreased outside time due to weather, I will provide alternative gross motor play activities. Please see Rules Regulating FCCH section 7.707.93 for detailed list of general outdoor requirements.

#### 18.a Sunscreen

Parents may provide sunscreen for their child and/or you have the option to give permission on the Sunscreen Authorization form for me to use the classroom sunscreen on your child. Written authorization for the application of sunscreen is needed in order for me to reapply sunscreen prior to outside play.

Please apply sunscreen to your child before you arrive and I will reapply according to our activity and manufacturers recommendations. If you will be providing sunscreen from home for your child, it must be labeled with their first and last name and it must be full spectrum UVA/UVB with an SPF of 30 or greater applied according to manufacturer's instructions.

#### 19.a Protection of Children From Exposure to Second Hand Smoke

Children will never be exposed to second hand smoke in the home or a car while in the care of The Learning Den. If visitors to the home are smokers, they will not be allowed to smoke while visiting our program. Should we encounter any second hand smoke while on a planned excursion from the home, we will remove ourselves from the area.

## 20a. Illnesses, Accidents, Injuries, or Other Emergencies

In the event that your child becomes ill and needs to leave care you will be asked to come pick up your child as soon as possible, and always within one hour. If your child is injured and requires medical attention you will be notified immediately. Small bumps, bruises, scrapes, etc. are an every day event for most children at some point in their lives. If you would like to be notified each time please let me know and you will be notified. Otherwise you will be notified at the end of the day for minor injuries. Other emergencies will be handled on a case by case basis. Any accident, injury or other circumstance that is defined as an emergency will require immediate implementation of my emergency training and planning. Any accident or injury defined as an emergency to the child will begin with a 911 call, and parents or guardian will be contacted immediately.

Please reference the illness guidelines “How Sick is Too Sick” to determine if your child is fit to be in attendance before sending them to school. I will follow this document to determine when a child should be excluded from school, as well as to determine when they may return to school following illness.

## 21.a Re-admittance of Ill Children

Your child will need to be free of fever without the assistance of fever reducing medications, and or free from diarrhea for 24 hours before they can return to care. If your child has been put on antibiotics they will need to wait 24 hour before returning. I reserve the right to request a statement from the child's health care provide. Please reference the most current version of “How Sick is Too Sick”, the state guidelines for illness and admittance to schools and child care. I will use this document to determine if a child should be excluded from school and to determine when they can return to school.

## 22.a Storing and Administering Children's Medicines

If your child requires medication, you and the health care provider will need to complete the required authorization forms. The medication will need to be in the original container and given directly to me. It will be stored in an area inaccessible to children. All storing, administering, recording and disposing children's medicines are in compliance with the State approved medication administration course.

## 23.a Inclement Weather Expectations and Procedures

This program follows the Jeffco Public School closures, if Jeffco Public Schools close due to inclement weather, I will also close for the same days. I will notify parents via a text or phone call as soon as the announcement is made. Please watch for school closure updates when inclement weather is expected. The school calendar does allow for some make-up snow days built into the calendar. If there are ever more inclement weather closures than built into the calendar, I will work with families to provide you with a make-up day or add a make-up day to our calendar. Reimbursements are not given for snow days still within the allowable, built in number of days. In the event that the weather turns bad during the day and a mid-day closure is ever called for, I will contact families immediately via text or call. Please come as soon as it is safely possible. Your child will be well cared for until you are able to arrive.

In the event Jeffco Public Schools calls for a delayed start, I will open at the regular start time of 8:00 am, and I will leave it at the discretion of each family to choose if they wish to attend and they may arrive when and if it feels safe, this will be based on a family's individual choice and what works for their family. I will operate my regular hours on Jeffco Public schools delayed start days.

## 24.a Emergency Response Procedures

In the event that we have an emergency that causes evacuation, we will proceed to the local Whisper Creek Police Station just west of 89th Loop near the home. In the event we ever evacuate the area quickly due to an emergency, you will be notified of our safe location as soon as we are able to safely send a message. We will defer to the authorities as to when it is safe to reunite families and children. At this time, you will be notified via a phone call to come to our safe location to reunite with your child.

If a child needs assistance to evacuate or move to a safe location, I will do what is necessary to get all children to safety in a quick and calm manner, including children with disabilities and those with access and functional needs. Reunification with families after emergency or disaster, and evacuating children with disabilities in compliance with rule sections 2.126, 2.127, 2.128, 2.129, 2.130, and 2.131 of the "General Rules for Child Care Facilities".

The procedures for emergencies and disaster preparedness such as but not limited to, tornadoes, fires, shelter in place, lock down, active shooter on-premises are reviewed regularly and drills are practiced with the children all in compliance with the rule sections 2.126, 2.127, 2.128, 2.129, 2.130, and 2.131 of the "General Rules for Child Care Facilities".

Compliance with the rules also requires me to have a detailed Emergency Response Procedures document to help prepare for other possible emergency scenarios which is reviewed regularly along with the upkeep and maintaining of our drill log and other emergency related requirements.

In the event of an emergency or disaster that effects the ability for us to use the location for a duration of more than one week, I will work at securing an alternate location to continue our learning. If an alternate location is unavailable or the area within a reasonable distance is unsafe, I will implement a temporary remote learning plan to ensure the children continue being provided opportunities to learn and master the skills from the Developmental Early Learning Guidelines.

## 25.a Child Separated from Group

In the unlikely event a child has become separated from the group and can not be located within 5 minutes time, a 911 call will be made immediately. Parents will be contacted via a phone call immediately following the call to local authorities.

## 26.a Procedure for Reporting Abuse and Neglect

I am required by law to report any incident of suspected child abuse or neglect to the Department of Human Services. If I suspect child abuse or neglect, I am mandated to report it to the Jefferson County Department of Human Services, Jefferson County Child Abuse and Neglect Hotline at 303-271-4357.

Everyone plays a role in preventing child abuse and neglect. Caseworkers and social workers are helping strengthen families and protect children, but they need your help. To end child abuse and neglect, all Coloradans need to educate themselves and be willing to get involved to help a parent or a child.

If you ever suspect a child is in danger, please call the Jefferson County Child Abuse and Neglect Hotline at 303-271-HELP (4357) or the statewide Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS.



## 27.a Filing a Complaint

Complaints about a family child care home can be made to The Division of Child Care at 303-866-3755 or 1-800-799-5876. 1575 Sherman St. Denver Colorado 80203. I do encourage you to first speak with me directly about any concerns or complaints you may have with my program and we can do our best to resolve them together.

## 28.a Recalled Toys, Equipment and Furnishings

I regularly receive emails updating me on current recalls. I routinely check my equipment for safety, and I value any input and knowledge you may have on safety or recalled items. In the event a product I currently have in the classroom has been noted as unsafe and or recalled, I will immediately remove said item from the classroom and home. I will pass along the information to families when a product has been removed due to a safety issue in the event a family may have this product at their home as well.

## 29.a Classroom Pets/Interacting with Chickens, Reptiles, or Amphibians

The Learning Den does have two small aquatic frogs as class pets. The frogs are completely aquatic and are never removed and or touched by the children. While there has been risk associated with children under the age of 5 having access to chickens, reptiles or amphibians, the children at no point touch the frogs, their water, or any portion of the inside of their tank.

The national recommendations from the Centers for Disease Control, the American Academy of Pediatrics found in Caring for Our Children, and the Colorado Department of Public Health and Environment states that chickens, reptiles, or amphibians be inaccessible to children under the age of five (5) and are not suitable for school or child care settings with children under the age of five (5) due to a higher risk of infection and increased disease severity.

Due to the nature of our particular breed of fully aquatic frogs, and the inaccessible tank they are in, I feel they pose little threat to our wellbeing. However, should you have concerns regarding the aquatic frogs, please see me. I would at this time remove the frogs from the licensed portion of the home used for childcare should anyone be opposed to their presence.

## 30.a Official Rules Regulating Family Child Care Homes

A complete copy of the official Rules Regulating Family Child Care Homes can be obtained from the Colorado Department of Early Childhood, CDEC, at 710 S Ash St, Denver, CO 80246, phone 1-800-799-5876; or Child Care Licensing and Administration, Division of Early Care and Learning, CDHS, 1575 Sherman Street, 1st Floor Denver, CO 80203, Phone: 1-800-799-5876 or 303-866-5948; or on the Colorado Secretary of State's website; [www.sos.state.co.us/CCR](http://www.sos.state.co.us/CCR).





## Policies and Procedures of The Learning Den

By signing and dating this form I hear by declare that I have read and reviewed the Policies and Procedures of The Learning Den. By signing this form, I state that I am aware of and in agreement/compliance with the policies and procedures implemented at The Learning Den.

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Name

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Signature

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Date