

**Seeds of Learning Early Care & Education Center**  
**Parent Handbook**  
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## PURPOSE AND PHILOSOPHY

### WHO WE ARE:

Seeds of Learning is a stand-alone, not for profit, NAEYC accredited early care and education center, located in Pagosa Springs, Colorado. As a community-based facility, we encompass parenting classes, educational opportunities for our families and other early childhood professionals and participate in community outreach projects.

- **Mission**

Our mission at Seeds of Learning is providing a high quality, child-centered preschool education for our community with exceptional teachers facilitating the cognitive, social, emotional, and physical development of children in order to foster a solid foundation for success and a lifelong love of learning.

- **Vision**

The vision at Seeds of Learning is to work in partnership with families and our community to provide a developmentally appropriate environment that promotes the growth of the “whole child” and instills a love of learning for diverse young scholars.

- **Philosophy**

Warm, supportive, and respectful relationships between adults and children lie at the heart of excellent care and education for children. It is our aspiration to work closely with parents to meet the social, emotional, physical, and cognitive needs of each child, thereby instilling a love of learning, secure attachment, self-awareness, and self-confidence. We also partner with families, so they feel respected, supported, and nurtured in their parenting and child rearing efforts. We acknowledge the fact that children, families, and staff exist within an environment of individual cultures which are overlapping, differ greatly, and deserve tremendous respect.

Authentic and reciprocal relationships with the children, their families and staff are at the heart of our relationship-based educational programs at Seeds of Learning. We believe early care and education centers can and must be a place where children, families and staff alike can feel a sense of belonging.

The Seeds of Learning philosophy encompasses high quality early care and education which includes the Incredible Years Dinosaur School, Creative Curriculum curricula offered to all children, and the Incredible Years Parenting class. We encourage participation from our entire Seeds family.

### Program Instruments

*The Creative Curriculum for Preschool* is a curriculum based on five fundamental principles that help guide practice and help teachers understand the reasons for intentionally setting up and operating preschool programs in particular ways. These principles are:

- Provide interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.

- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

Teaching Strategies has been a part of ground-breaking solutions and a strong belief that a child's first 8 years form a critical foundation for school success for nearly 30 years. Today, Teaching Strategies offers educators an online platform called MyTeachingStrategies™ that provides tools to streamline their workflow by linking high quality curriculum, formative assessment, professional development, and family engagement in a seamless, interconnected way to better support daily instructional practice.

The Environmental Rating Scales are designed to assess "process quality" in an early childhood or school age care group. Process quality consists of the various interactions that go on in a classroom between staff and children, staff, and parents, among the children themselves, as well as the interactions children have with the many materials and activities in the environment. The established reliability and validity of the Environmental Rating Scale make it particularly useful for research and program evaluation. All evaluation results are shared with families, staff, funders, and Board of Directors. It should be noted that ECERS (Early Childhood Environmental Rating Scale) was used as the comprehensive quality measures in the National Child Care Staffing Study (Whitebook, Howes, & Phillips, 1989) and the Cost, Quality, and Child Outcomes Study (1995), the major studies of their time.

The Incredible Years, our award-winning parent training, teacher training, and child social skills training approaches have been selected by the U.S. Office of Juvenile Justice and Delinquency Prevention as an "exemplary" best practice program and as a "Blueprints" program. The Incredible Years Dinosaur School used in the preschool classrooms promotes social, emotional, and academic competence in children as well as increases children's social skills, children's understanding of feelings and children's conflict management skills.

Children will experience growth and learning in their social-emotional, physical, language and cognitive development because of observations and assessments taken through these programs. Families will feel included and supported in their own child-rearing as they participate in their child's learning experience at Seeds of Learning.

## GENERAL INFORMATION

### AGES OF CHILDREN ACCEPTED

Seeds of Learning is licensed for children age 2 ½ (30 months) through age 6. (All ages must be potty trained.) The preschool transition room consists of children 2 ½ (30 months) to 3 ½ years old. The preschool consists of children between 3 ½ to 4 ½ years old. The pre-kindergarten classroom will consist of the oldest 4 ½ through 6 years children who will be attending Kindergarten the following year. (Children must turn 5 before October 1st to be eligible for Kindergarten.)

### RATIOS/ SUPERVISION OF CHILDREN

Teaching staff will supervise **all children** by sight and sound at all times. Staff will be strategically placed at all times throughout the day. Staff will be sure to always supervise the children in specific areas that are near equipment where injury may occur. When children are transported during the program day they are accounted for before, during, and after transport.

High quality standards determine the ratios that Seeds staff members must meet at all times (including indoors, outdoors and field trips):

Preschool Transition Room (30 months–3 ½ years): 1:7*	Group Size: 13 max
Preschool (3 ½ years–4 ½ years): 1:9*	Group Size: 18 max
Pre-Kindergarten (4 ½ years–6 ½ years): 1:9*	Group Size: 18 max

\*To the best of our ability we will follow best practice procedures regarding NAEYC accreditation ratio standards.

### CLASSROOM TRANSITIONS

Transitions from the preschool to the pre-kindergarten class will happen in the summer, the first day of the new school year, or when openings occur throughout the year. The children moving up will spend as many hours in his/her new classroom as possible before the start date. The last day in the preschool room the parent will take the child's belongings home and bring them back the first day as a pre-kindergartener.

Seeds schedules a "Kindergarten Day" where the children and their parents are invited to the Elementary School to meet the teachers and complete whatever paperwork is required.

The Executive Director and the Program Director are always available if you have more questions.

### TRANSLATION SERVICES

Seeds will provide translation services upon request when the need arises. The typical language needing translation is Spanish. Families and children will be provided linguistic support and language learning opportunities in their native language.

### COMMUNICATION

Seeds will use the following methods to communicate with parents and the community:

- Newsletters
- Daily Sheets
- Facebook

- Website
  - Email
- Executive Director: [seedsoflearning@growingseeds.org](mailto:seedsoflearning@growingseeds.org)  
 Program Director: [programdirector@growingseeds.org](mailto:programdirector@growingseeds.org)  
 Executive Assistant: [executiveasst@growingseeds.org](mailto:executiveasst@growingseeds.org)

Please check your child’s mailbox daily. Newsletters, daily sheets, calendars, notes from teachers and any other community information (including services, events, educational opportunities, and health information) are put in mailboxes daily.

### **SPECIAL NEEDS CHILDREN**

Seeds of Learning will offer services for children with special needs to meet the individual needs of that child. This includes any special equipment not provided by the family or other services, such as BOCES. We will accept children with special needs to the extent that our program is adequate to meet the needs of each child and in accordance with The Americans with Disabilities Act, July 26, 1990.

### **SECURE FACILITY**

#### **Entry**

Seeds of Learning is a “Secure Facility” requiring two points of identification to arrive and to leave.

- Keypad (Adults only use the keypad, please)
  - Entry requires a code for the Keypad at the front door. Codes are issued by administration upon enrollment.
  - Each person’s code is different to ensure that Seeds has a record of who drops off a child and who picks up that child.
  - **PLEASE DO NOT SHARE YOUR CODE** with anyone else. This is an essential element for the protection of your child.
  - Please note that the keypad is registering the entry and exit of the **child**, not the person delivering or picking up the child even though the display says your name. If you come for a short midday visit, or to drop off clothes or snack, please allow the office to buzz you through or you will be telling the computer that you are changing the child’s attendance status at that time.
- Attendance Sheet
  - Having gained entry through the front doors, when delivering your child to the teacher you must sign the child in on the classroom attendance sheet.
  - It is a State Regulation that children are not left alone in the center. Therefore:
    - **please** do not leave your child in the front entry or the hallways unattended
  - When picking up your child you must sign the child out on the attendance sheet.
- If you want someone not on your list to pick up your child, simply call the office, identify yourself and transmit that information.
- Every person desiring to gain entry without a code is required to show picture identification. People unknown to the administration personnel or the teacher, even if they have a key code, are also required to produce picture identification.

## **Lock down**

In the case of an emergency that might threaten the safety of the children, the center is geared to lock down the entire facility. The following are steps we follow to ensure the safety of the children:

1. Inform teachers without alerting children
2. Bring all children inside
3. Check attendance sheet to ensure that all children are present and accounted for
4. Close all blinds and move children away from windows without alarming the children
5. Make sure all exterior doors are locked
6. Office staff will move away from offices – 1 to a classroom – and take a cell phone.
7. **No one** will be allowed in or out (including parents/families) until police have rescinded the lock down.

## **HOURS OF OPERATION**

The center is open Monday through Friday, from 7:30 a.m. to 5:30 p.m. year-round. *Please note that children and parents may not enter the building before 7:30 a.m.*

Seeds of Learning will be closed for:

Memorial Day, Labor Day, Independence Day (occasionally a day before or after also), Christmas Day, New Year's Day, and Thanksgiving Day. Seeds will also close for one week (spring break) in March, one week in the summer (typically August), 2 weeks for Winter Break (Christmas and New Years), and 1 week for Fall Break (Thanksgiving).

## **In Addition:**

### **The school will be closed 7-8 days for Teacher In-Service Training and Professional**

**Development.** The date will be announced by the 1<sup>st</sup> of the month, and can be found in the annual calendar, newsletters and on the Parent Involvement calendar board.

## **FAMILY VISITS & OPEN-DOOR POLICY**

Families may visit any area of the facility at any time during the program's regular hours of operation. We do ask that whoever visits give thought to the timing of the event. Some children, especially the younger ones, may enjoy a parent's midday arrival, but not the departure that leaves the child behind.

## **VOLUNTEERS & VISITORS**

Visitors are anyone not directly associated with Seeds of Learning. Visitors must sign in on the visitor sign-in sheet located by the front door. Anyone not known to the staff of the center will be asked to show proper photo identification and reason for the visit.

At Seeds of Learning we believe in partnerships between the community and the center. We welcome volunteers, from young to old, who enjoy children and would like to share their time and talent with them. Helpers allow children to get more individual attention. The volunteer may read a story, have a conversation, or play a special game with a child. Volunteers must also sign in. There is a sign-in sheet for volunteers next to the visitor sign-in sheet right inside the front door. All volunteers must be approved by the Program or Executive Director. Volunteers and visitors are never left alone with a child.

Being on the Seeds of Learning Board of Directors is a volunteer position. Each member volunteers time to oversee the center's operations, fundraising, and many other issues.

### **CREATIVE CURRICULUM/TEACHING STRATEGIES GOLD**

Creative Curriculum is used at Seeds of Learning to ensure kindergarten readiness for Seeds children. Creative Curriculum was designed to help teachers implement developmentally appropriate practices and create a fun and stimulating learning environment.

Creative Curriculum also guides teachers to do intentional observations and use the observation to plan for each individual child. Creative Curriculum partners with Teaching Strategies Gold in assessing children. Teaching Strategies Gold offers staff 38 goals and objectives. (See "Objectives for Development & Learning" at the end of this handbook.) It also gives teachers a structure for creating weekly lesson plans. All staff are required to complete 12 hours of assessment training provided by Teaching Strategies Gold.

Teachers and staff continually observe and assess the progress of each child in the classroom (during free play, group time and one-on-one time). The child's primary teacher documents these observations and assessments in Teaching Strategies online. This information is then integrated into the creation of each child's ILP (Individual Learning Plan), included in the fall and spring Parent/Teacher Conferences.

### **ILP (INDIVIDUAL LEARNING PLAN)**

An ILP (Individual Learning Plan) is a tool used to ensure the success of each child who attends Seeds. Teachers and staff continually observe and assess the progress of each child in the classroom. The child's primary teacher documents these observations and assessments in Teaching Strategies online and presents them and any family input at the fall and spring Parent/Teacher Conference. The teacher will review and discuss the child's progress with the parents and together they will create the ILP (Individual Learning Plan). That ILP is reviewed by staff to make certain the check points (goals and objectives) are being successfully met and/or addressed. At the Parent/Teacher Conference the primary teacher and the parents will again review and discuss the ILP. A new ILP will be created and implemented.

If a child is transitioning to a new program, Seeds of Learning will provide any information (example... ILP'S) upon written request.

### **PARENT/TEACHER RELATIONSHIPS AND CONFERENCES**

- Staff will communicate daily with parents as to their child's activities at the center through the child's daily report, as well as verbally.
- Within 15 days after enrollment, parents will be given an age-appropriate Ages & Stages developmental screening document. The teaching staff will complete the same document on the child. Both documents will be compared and discussed. This is considered a "baseline" assessment and valuable in assessing developmental areas of all children when they are enrolled.
- There will be formal, scheduled conferences with the classroom teacher twice a year, fall and spring.



- Parents will be notified of a scheduled conference well in advance to make arrangements to attend.
- Please **DO NOT** bring any children to these conferences.
- At each conference, the teacher will go over the child’s progress with the parents and together they will create an ILP (Individual Learning Plan) for the child.
- A signed copy of the conference report will be placed in the child’s file along with any special projects and/or tests.
- Observations and assessments are made formally year-round. The teaching staff uses these tools in preparation of weekly curriculum planning that will include the issues/needs that the assessments identify for each child in that particular classroom.
- Parents may request additional conferences any time they feel the need. Parents and guardians are encouraged to talk to teachers about their child/children on a regular basis (see Contacting Teachers below).
- Parents must sign consent forms for all developmental screenings (i.e., dental, vision, hearing).

**CONTACTING TEACHERS**

Staff may be contacted in the following ways:

- In person daily (please be aware that during drop off and pick-up times teaching staff is usually tied up with the children in the classroom and must always stay in ratio)
- By phone 970-264-5513 (messages may be taken and teacher will call back on break or during nap time)
- By email (teaching staff will check their class email a minimum of 2 times a week)
  - Butterfly classroom (Pre-K) [butterflies@growingseeds.org](mailto:butterflies@growingseeds.org)
  - Dragonfly classroom [dragonflies@growingseeds.org](mailto:dragonflies@growingseeds.org)
  - Ladybug classroom [ladybugs@growingseeds.org](mailto:ladybugs@growingseeds.org)
- By implementing Teaching Strategies Gold online

**COMMUNITY CHILD AND FAMILY SUPPORT SERVICES**

The following is a list of support services. If you need any assistance in locating additional help, translation (written or verbal) services, etc. please contact the Program Director or Executive Director. A community resource book is available upon request.

Department of Human Services  
 551 Hot Springs Blvd.  
 Pagosa Springs, CO 81147  
 970-264-2182

Pagosa Medical Center  
 95 S. Pagosa Blvd.  
 Pagosa Springs, CO 81147  
 970-731-9545

San Juan Basin Health Department  
 502 8<sup>th</sup> Street  
 Pagosa Springs  
 970-264-2673

San Juan Board of Cooperative Services  
 201 E. 12<sup>th</sup> Street  
 Durango, CO 81301  
 970-247-3261

## **CHILDREN'S PERSONAL BELONGINGS**

At the center, children will have the opportunity to experience a variety of activities. Materials and toys that are age and developmentally appropriate will be provided. Materials and toys provided are non-toxic and eco-healthy. We ask that all personal toys and money be left at home. The center cannot be responsible for the care of personal toys; **the children are our first responsibility.**

All clothing including coats, boots, hats, and mittens, **must be labeled with the child's first and last name.** These items will be kept neatly together in the child's cubby. A jacket or coat needs to be brought daily for outside time.

All children must have 2 changes of clothes available each day. We will call you away from work to collect your child if we do not have a change of clothing available when needed. "Accidents" do happen at school.

We encourage children to participate fully in each activity. Children paint, tumble, and play with water and sand. It is, therefore, not advisable to send children in new clothing. We do not want children to restrict their curiosity because of clothing.

## **SPECIAL DAYS**

### **Leader of the Day (at the teacher's discretion)**

Leader of the day is an honor the preschool children receive. Special privileges include:

- Bringing something special for Show and Tell.
  - ***Toy weapons are not allowed.***
  - Pets, farm animals, wildlife or reptiles are not allowed at the center.
- Being the Line leader
- Feeding the fish
- Being the special helper
- Set a positive example for the class

### **Birthdays/Celebrations**

The Seeds of Learning staff wants to ensure that all children receive equal and special celebrations for birthdays. Families that want to celebrate birthdays outside the program are free to put invitations in children's mailboxes.

- Each child will receive a special "birthday crown"
- Classrooms will have a special treat provided by the teachers to eat after their afternoon snack (Please do not bring treats from home).
- If a family does not celebrate birthdays, we will honor their cultural differences at the same time we honor those who do celebrate birthdays.

## **TOOTH BRUSHING AND GUM CLEANING**

All children will have the opportunity to brush their teeth daily. See classroom daily schedules.

## **NAPPING**

Every child will be supervised by sight and sound during naptime. Every teaching staff member will know the group of children they are supervising. When a teacher is busy interacting with children awake, they will continue to supervise the children sleeping. (See classroom room schedules for nap times)

## **MEALS AND SNACKS**

All children are provided 1 breakfast, 1 lunch and 1 snack according to their class schedule. Fruits and vegetables are washed prior to consumption.

Teaching staff, volunteers, and visiting adults will sit with students during every meal and engage in conversation with the children. Conversations must extend beyond rules and expectations for behavior at the table. Meals are served family style.

To participate in our food program, you will need to fill out the CACFP Income Eligibility Form. **Parents who chose to opt out of the CACFP Food Program must provide their own “pre-cooked” food for breakfast, lunch and snack.** If a child brings a meal from home that does not appear to meet current USDA child and adult care food program meal pattern requirements, the center must have foods available to offer as a supplement to that meal.

## **MILK SUBSTITUTES**

In the case of children and adults who cannot consume fluid milk **due to medical or other special dietary needs, other than a disability**, a fluid milk substitute may be served in lieu of fluid milk. If the milk substitute is dairy based, the substitute must be pasteurized, follow the same fat requirements as cow or goat’s milk, and meet the nutrition standards outlined below. The CACFP requires the fluid milk substitute to be nutritionally equivalent to milk and meet the following nutritional standards as outlines in the National School Lunch Program (NSLP).

These nutritional standards per cup of milk are as follows:

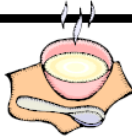


### **NUTRIENT USDA REQUIREMENT PER CUP DAILY %**

CALCIUM 276 mg 28%	PROTEIN 8 g 16%
VITAMIN A 500 IU 10%	VITAMIN D 100 IU 25%
MAGNESIUM 24 mg 6%	PHOSPHORUS 222 mg 22%
POTASSIUM 349 mg 10%	RIBOFLAVIN 0.44 mg 26%
VITAMIN B-12 1.1 mcg 18%	

If your child requires a special diet, it must be written on your child’s health form that is signed by a physician. If your child is participating in the CACFP Food Program you will also need to complete the Special Diet Statement/Special Accommodations Form upon enrollment. We are currently able to accept peanut butter as a protein component. This is subject to change if there is a staff member or child enrolled with a peanut allergy.

Breakfasts and lunches are prepared and delivered to the center

Menus are posted in each classroom and all menus are available upon request.

Child & Adult Care Food Program <b>FOOD CHART</b> (Effective April 1, 2004)		AGE 1 through 2	AGE 3 through 5	AGE 6 through 12
<b>BREAKFAST</b> 	Fluid Milk	½ cup	¾ cup	1 cup
	Juice or Fruit or Vegetable	¼ cup	½ cup	½ cup
	Bread or Bread Alternate	½ slice	½ slice	1 slice
<b>SNACK</b> <i>(Serve 2)*</i> 	Fluid Milk	½ cup	½ cup	1 cup
	Juice or Fruit or Vegetable	½ cup	½ cup	¾ cup
	Meat or Meat Alternate	½ ounce	½ ounce	1 ounce
	Bread or Bread Alternate	½ slice	½ slice	1 slice
<b>LUNCH/SUPPER</b> 	Fluid Milk	½ cup	¾ cup	1 cup
	Meat or Poultry or Fish or	1 ounce	1 ½ ounce	2 ounces
	Cheese or	1 ounce	1 ½ ounce	2 ounces
	Egg (large) or	½	¾	1
	Cooked Dry Beans and Peas or	¼ cup	¾ cup	½ cup
	Peanut Butter	2 tablespoons	3 tablespoons	4 tablespoons
	Yogurt, plain or flavored	4 ounces (or ½ cup)	6 ounces (or ¾ cup)	8 ounces (or 1 cup)
	Vegetables and/or Fruits (Must serve at least 2 different varieties**)	¼ cup total	½ cup total	¾ cup total
	Bread or Bread Alternate	½ slice	½ slice	1 slice

\* Juice may not be served if Milk is the only other component at Snack.

\*\* A minimum of ¼ cup each must be served

Yogurt may also be served for Snack as a meat/meat alternate as follows:

*1 through 5 years old: ½ ounce meat/meat alternate=2 ounces or ¼ cup of yogurt*

*6 through 12 years old: 1 ounce meat/meat alternate=4 ounces or ½ cup of yogurt*

**USDA is an equal opportunity provider and employer.**

J:\FORMS\Child Care Centers\Food Chart Revised 4-2004.doc

## **FAMILY INVOLVEMENT**

The involved parent understands the importance of reading and having an educational environment that is conducive to learning and communicating as well as volunteering with the teachers and staff. Parents who are involved in their child's learning process help them build a strong educational foundation. These are the students who tend to excel academically and become the top of their class. In addition, parents are sending a message to their children that education is important.

Seeds requires 2 hours of parent involvement time from each family per month. Volunteering in the classroom, taking home projects, going on field trips, landscaping, snow removal, laundry, cleaning toys, potlucks, all of these are opportunities to fulfill the requirement. (Participating in the care and maintenance of the facility not only promotes respect for the school but helps Seeds keep maintenance costs and tuition low.) If you have a special "talent" that you would like to share with your child's class, please talk to the lead teacher to make arrangements. Sign-up sheets are provided on the Parent Involvement Bulletin Board located near the front door. Please document completed hours on the clipboard located in the front office.

(If the hours are not fulfilled, a \$25 an hour fee will be assessed.)

## Involvement possibilities:

- Seeds of Learning will host a family event several times each year. Parents are encouraged to attend with their family to get to know other families, teachers, and staff, as well as better understand their child's program. Our goal is to involve parents so we can learn more about their child as they attend Seeds of Learning. (Each family will get 2 hours of family involvement credit by attending.)
- The Seeds of Learning Family Involvement Committee (FIC) meets every month (September- May). The Family Involvement Committee is a group of parents who meet to voice their input about the program, discuss program improvements, as well as participate in fundraising and program events. The Family Involvement Committee also has the opportunity to partner with the Seeds staff on community events and projects. Childcare is provided when available at no cost to the family.

## **POLICIES AND PROCEDURES**

### **ADMISSION, ENROLLMENT, AND ORIENTATION PROCEDURES**

Each child who attends Seeds of Learning must have completed and have on file all required forms. Additionally, during orientation parents must have been given, and signed for, a copy of the Parent Handbook and information on how to report suspected child neglect, abuse, or sexual assault. Forms that need to be completed prior to admission include:

- Verification of Eligibility for Enrollment
- Registration form and attached permission forms
- Emergency Form\*\* (updated annually)
- Health Form (updated annually)
- Authorization & Agreement
- Current Immunization Form\* (Additionally, parents will provide center with Immunization updates as they occur.)
- Lunch Form (Income Eligibility forms are updated every summer)
- In addition, the parents must have read the Parent Handbook

\* An updated and age-appropriate immunization record will be given to the center on or before the enrollment date. All immunization records will be reviewed every November by the center's Nurse Consultant.

\*\* The center must have valid contact numbers on file. This includes cell phones. Please notify the staff immediately of any changes. It is in your child's best interest to make sure we are always able to contact you with current phone numbers.

## Schedules

\*\*The following Set Schedules are available for enrollment:

Monday through Friday  
Monday, Wednesday, and Friday  
Tuesday and Thursday

\*\*Full Day is considered 7:30a.m. – 5:30p.m., regardless of the number of hours your child attends. As Seeds of Learning is a school, it is important for each child to arrive early enough to benefit from the curriculum. We request that you drop your child off no later than 9:00 am, as it is disruptive to the ongoing teaching and the other children in the classroom. In addition, when children arrive late to school, they miss a significant portion of intentional learning activities that take place that day and may have a hard time transitioning into the classroom.

## Custody

Custody: According to Colorado Law, if you have joint custody, both parents are entitled to pick-up the child at any time and be involved in the child's education and progress. Whatever custody arrangement you have, you must furnish the center with a copy so we may comply with that court order. If you have a court ordered child arrangement other than joint custody, the same rule applies, you must furnish the center with a copy so we may comply with that court order. All forms will be kept confidential. A file for each child will be maintained at the center for a minimum of three (3) years after attendance ends.

Non-Custodial Parent: In the past, the center has received requests from non-custodial parents wanting information about their child's progress and program activities. If this would be helpful in your family situation, please list the non-custodial parent in your registration papers and we will include them.

## Drop-In Care

Drop-in childcare is provided **only to enrolled students** upon availability. The daily fee for drop-in care is \$50 per day.

## Waitlist

We maintain one central waiting list for our center. As the list is usually long, it is important to apply as early as possible. The average wait time for enrollment varies depending on classification (Siblings, Faculty/Staff, and Community) and age of child. As children continue to age while on the waiting list, they are automatically considered for any space that they qualify for by their birth date.

Families are notified, via phone or email when a space is available for their child. Families are given 24 hours to notify us of their decision to either accept or decline the enrollment. If families fail to contact us within the 24-hour period, the assumption is made that the family is no longer interested in our program and the child will be removed from the waiting list.

**PAYMENTS AND FEE SCHEDULE**

Registration Fee:

One-time new enrollment fee: \$100.00 (non-refundable and due when packet is picked up)

Tuition will be charged according to the Sliding Scale below:

**Sliding Scale for Tuition (Effective 9/1/2024)**

Monthly Tuition Rate Full-time/ MWF/ TuTh	2-Person Household	3-Person Household	4-Person Household	5-Person Household	6-Person Household	7-Person Household	8-Person Household
\$765 / \$445 / \$305	24,650	31,075	37,500	43,925	50,350	56,775	63,200
\$810 / \$480 / \$325	29,580	37,290	45,000	52,710	60,420	68,130	75,840
\$855 / \$502 / \$340	39,440	49,720	60,000	70,280	80,560	90,840	101,120
\$900 / \$525 / \$360	49,300	62,150	75,000	87,850	100,700	113,550	126,400
\$945 / \$559 / \$380	59,160	74,580	90,000	105,420	120,840	136,260	151,680
\$1,125 / \$662 / \$450	69,020	87,010	105,000	122,990	140,980	158,970	176,960
\$1,280 / \$754 / \$510	73,950	93,225	112,500	131,775	151,050	170,325	189,600

The sliding scale is calculated from the **Adjusted Gross Income** Line (not the Gross) on the family’s Annual 1040 Tax Form. 1040 (or the equivalent) Forms are collected every year. Any family who chooses not to share that information with administration will be placed at the top tier of the sliding scale.

Each additional child (from the same family) enrolled will pay ½ tuition. (This does not apply to those who are receiving assistance from the Department of Human Services.) No new enrollment fee for additional family members.

A \$100.00 Registration Fee is required when enrollment packet is picked up. Proof of income (the first two pages of last year’s tax return) will be needed three days after receiving an enrollment packet. At that time, an appointment will be set for the in-take orientation meeting. The first month’s tuition is due on or before the first day the child begins attending the center.

Tuition is billed one week before the upcoming month. Each invoice total is due in full no later than the 1<sup>st</sup> of every month. **Any unpaid balance not received by or on the 1<sup>st</sup> of the month will be assessed a \$5.00 late fee per day (including weekends and holidays) until entire balance is paid.** If an account is still not paid by the 5<sup>th</sup> business day of the month, services will be terminated. Thirty-day past due tuition will be turned over to Durango Collection Agency.

### **Non-Sufficient Funds**

There will be a \$50.00 charge for any check returned for non-sufficient funds. The funds to replace NSF and the fee must be paid within 24-hour notice from Seeds of Learning. After 2 NSF checks, we will only accept cash.

**Please put your payment in the black “Tuition Payment” box located in the entry ONLY. Cash should be in an envelope with the child’s name before being placed in the “Tuition Payment” box. Checks can be dropped into the box without an envelope. Please let us know if you wish to pay by card and we will send invoice plus 3% fee. Teachers are unable to take payments.**

### **Child Care Assistance (CCAP)**

Seeds of Learning has a contract with the Archuleta County Department of Human Services. It is the parent’s responsibility to apply for such assistance at that office. When assistance is provided, Seeds will be formally notified. The parent will then pay a Parental Fee and DHS will pay the remainder.

Parents on assistance will have been issued a pin and CCCAP account that records the child’s daily attendance.

1. If the account is improperly used, the tuition is the responsibility of the parents.
2. Archuleta County only allows for 3 absences per month. Any additional absences during the month must be paid by the parent.
3. A full day’s tuition is paid **only** if the child is in attendance for more than five hours. If the child leaves before that time, the parent is responsible for the tuition for the remainder of the day.

Further instructions for the use of the pin and account are distributed to each parent by the Archuleta County Department of Human Services.

### **ARRIVAL & DEPARTURE**

On your child’s first day of school, please allow yourself 10 minutes with your child in the classroom before you leave him/her to allow for a smooth transition. As Seeds is a “secure facility” you will be presented a five-digit code to enter the school upon the completion of the enrollment packet and orientation. The keypad where you enter your code (adults only, please) is located to the left of the inside door. Once the correct code has been entered, **the left door** will unlock, and you will be able to enter the school. The child needs to be escorted to the classroom and **signed in** on the sign-in/sign-out sheet provided; by the responsible party-i.e., parent/guardian or another authorized caregiver. Once the child is signed in, present the child to a staff member – **DO NOT JUST “DROP” THE CHILD OFF.** Upon departure, the child must be **signed out** on the sign-in/sign-out sheet, by the authorized party, i.e., parent/guardian or caregiver. You will need your five-digit code to pick up your child as well.



**NO CHILD, AT ANY TIME, IS TO LEAVE THE CENTER UNDER ANY OTHER CIRCUMSTANCES AND WITHOUT THE KNOWLEDGE AND ASSISTANCE OF A STAFF MEMBER.** Once you have signed your child out of the center at the keypad, you are responsible for your child.

Please allow time for necessary communication with the staff each morning and/or evening if there are concerns of any nature. (If it is about the child, please do not discuss in front of the child.) If a child is not going to be attending on his/her scheduled day, please telephone the center as early as possible to inform us of the absence or leave a message on our answering machine.

For the safety of our students and other families, please do not leave your vehicle running in the front drop off area or parking lot during drop off or pick-up times.

### **Authorized Pickups**

Children will only be released to persons 18 years of age or older, for whom the center has written authorization and who have **their own** five-digit code. Persons not familiar to the staff will be asked to present sufficient proof of their identity, including picture identification. **Cell phone conversations are not allowed during drop-off or pick-up.**

In the case of custody issues, it is important that the registering parent indicate on the enrollment application who has legal custody and who can pick up the child (Documentation is required). The parent or guardian is also required to provide the center with a copy of the divorce decree, legal guardian decree, or other pertinent court order. A copy of this document will be placed in the child's file and, like all other documents, will remain confidential.

The center will release a child to a responsible party in an emergency, if the center received verbal permission from a parent or guardian. Authorized persons who pick up a child from the center must follow the same keypad entry, **SIGN-IN/SIGN-OUT** procedure as any parent or guardian. This policy cannot be deviated from for any reason. If, for any reason, an unauthorized person attempts to pick up a child after staff informs them of the policies and procedures, the Pagosa Springs Police Department will be called.

### **Late Pickups**

If a parent cannot pick up the child before 5:30 p.m., the parent is required to contact another authorized individual to pick up the child from the center. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. Persons with whom the center staff is unfamiliar will be asked to present sufficient proof of their identity, including picture identification. The staff will follow these procedures when a child is not picked up at the end of a scheduled day.

1. The designated staff person will call the parent(s). If the parent(s) cannot be reached, the staff person will then call individuals authorized to pick up the child.
2. If after 30 minutes, no one has been reached and the child is still at the center/site, the staff will contact the Department of Human Services and/or the Pagosa Springs Police Department.

3. If late pick-up occurs three times, Seeds of Learning will report the pattern to the Department of Human Services and may result in termination of services.

These steps will only be taken in an emergency and every effort will be made to release a child to the proper, authorized adult. Attempts will be made to reach the parent first and then authorized persons that the parent has designated when the child was enrolled. **A late pickup per child is \$15.00 for 1 – 5 minutes late, then \$5 per minute after that time. Three late pickups may result in termination of services. Parents will be billed for the late pick up the following day; if payments are not received in full within 5 days, services will be terminated.** We will follow the abandoned child procedure if your child is not picked up by the proper time.

Upon leaving for the day, staff members will check the sign-in/sign-out sheet to make sure all children have been signed out and have left. All areas accessible to children in and around the building will be checked to verify that no children remain on the premises before the staff locks the center for the night.

### **Children who arrive late and their class/group is away from the center**

Before leaving the center, children will be on a sign-up sheet for a field trip. If a child was scheduled to leave with his/her group but has not arrived, parents will be notified to bring the child to the center after the field trip. Children who arrive late will not have a teacher available during the outing or field trip and no child will be permitted to stay at the center without teacher supervision. Parents will have to make other arrangements at that time. They will, however, be able to attend the program after the group has returned.

## **HEALTH PRACTICES AND POLICIES**

### **Smoking**

Smoking is not allowed in or around Seeds of Learning.

### **Firearms**

Firearms are not allowed in or around Seeds of Learning.

### **Drugs & Alcohol**

Alcohol and/or illegal drugs are not allowed in or around Seeds of Learning.

### **Health Forms and Immunization Records**

Before or upon enrollment, a Seeds of Learning Health Form must be completed and filled out by a licensed physician or licensed nurse practitioner. Every year, Health Forms must be renewed. Your child will be excluded from school if health forms are not returned within 30 days of expiration date. **Immunization records must also be kept current and provided prior to or on the first day of enrollment.** This is the parent's responsibility. Seeds of Learning's nurse consultant will review immunization records every month. Seeds of Learning enrolls children that are not fully immunized, but we must receive an exemption form annually. This exemption form may be signed by a physician or the parents can complete an online module.

## Illnesses

If an illness prevents a child (or staff member) from participating comfortably in activities or creates a greater need for care than the teaching staff can provide without compromising the health and safety of other children or if a child's condition is suspected to be contagious and requires exclusion, the child will be removed from the classroom. He or she will be brought to the office and given a comfortable place to rest under the supervision of a familiar staff member. Families will be called to pick up their child immediately. If family cannot be contacted, then emergency contacts will be called.

**Children and staff with the following illness or symptoms should be excluded from Seeds of Learning. Any other illnesses not listed below should be reported to the School Nurse Consultant. The Seeds of Learning's staff reserves the right to temporarily exclude any child they deem ill enough until medical clearance to return to childcare is received.**

### Exclusion Chart

ILLNESS OR SYMPTOM	EXCLUSION IS NECESSARY
<b>DIARRHEA:</b> Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine	<b>YES-</b> Unless the diarrhea is related to an existed chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the child's baseline. Children and staff may return 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer.
<b>CHICKEN POX (Varicella)</b>	<b>YES-</b> Until blisters have dried and crusted (usually 6 days)
<b>CONJUNCTIVITIS/PINK EYE</b>	<b>YES-</b> Until 24 hours after treatment starts. If your health care provider decides not to treat your child a statement is required stating the diagnosis and that the discharge is non-infectious ex: allergy related.
<b>SEVERE COUGHING</b>	<b>YES-</b> Severe cough is often present in people with infectious respiratory illness. A person with severe, uncontrolled coughing, wheezing, or rapid or difficulty breathing should not attend school or childcare and should talk to a health care provider. Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.
<b>COVID-19</b>	<b>YES –</b> Children and staff who have suspected COVID-19 (have symptoms following a known exposure) or have been diagnosed with COVID-19 must be excluded and follow CDC's most current guidance.
<b>STREP THROAT</b>	<b>YES-</b> Exclude for 12 hours after starting antibiotics.
<b>COCKSACKIE VIRUS (hand, foot and mouth disease)</b>	<b>YES-</b> Seeds of Learning's health policies in best practice for the health and well-being of all the children and staff do not allow children with open sores that cannot be covered or sores in the mouth with drooling to attend

	school. (Usually 7 days)
<b>FEVER</b> Fever with no other symptoms (100.4 or higher)	<b>YES-</b> The child or staff member may return to school if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer.
<b>“Flu-Like” Symptoms</b> Fever over 100.4 F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, throwing up and diarrhea	<b>YES-</b> for at least 24 hours after the fever is gone. The fever needs to be gone, without using medicine that reduces the fever (acetaminophen or ibuprofen).
<b>HEAD LICE or SCABIES</b>	<b>YES-</b> Until after first treatment and the child is nit free.
<b>HERPES</b>	<b>NO-</b> unless there are open sores that cannot be covered or there is non-stop drooling (i.e., mouth sores)
<b>IMPETIGO</b>	<b>YES-</b> children and adults need to stay home until 24 hours after antibiotic treatment has started.
<b>MILD RESPIRATORY OR COLD SYMPTOMS:</b> Stuffy nose with <u>clear</u> drainage, mild sneezing and mild cough.	<b>NO-</b> children and staff may go to school if they are able to take part in usual activities. Children and staff should stay home if the symptoms are severe. This includes fever and if a child is not acting normally and/or has trouble breathing
<b>VOMITING</b>	<b>YES-</b> until 24 hours after throwing up stops or a doctor says it is not contagious. If a child has a recent head injury, watch for other signs of illness and for dehydration. Adults who handle food must be excluded.
<b>RINGWORM</b>	<b>YES-</b> children may stay at school or childcare until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in activities with person-to-person contact
<b>ROSEOLA</b>	<b>NO-</b> unless there is a fever or behavior changes
<b>CROUP/RSV (Respiratory Syncytial Virus)</b>	<b>YES-</b> Children and staff should remain out of school until they are fever-free for 24 hours and other symptoms are improving for 24 hours. During an outbreak, exclusion times may be increased.
<b>VACCINE PREVENTABLE DISEASES</b> (Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough))	<b>YES-</b> children and staff can return to school once the doctor says they are no longer contagious.
<b>HEPATITIS A</b>	<b>YES-</b> May return with a note from the health care provider and able to participate in usual activities.
<b>YEAST INFECTIONS</b> Thrush or Candida	<b>NO-</b> follow good hand washing and hygiene practices.
<b>FIFTH’S DISEASE</b>	<b>NO-</b> By the time the rash has appeared the child is no longer contagious.

When a child has been diagnosed with a communicable illness such as chicken pox, hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, or giardia the center must notify the local or State Department of Public Health immediately. The illnesses will be posted on front doors and care information distributed to parents when illness has been diagnosed and exposed at the center.

When a vaccine-preventable disease to which children are susceptible occurs in the program, any child not immunized against said vaccine-preventable disease will be promptly excluded from the classroom, the parents called and informed of the risk. The parents will decide if they want their child to remain at risk in the classroom.

A child may return to the center after an illness when:

- A child's behavior is back to normal.
- A child has been fever, diarrhea, and illness free for **at least** 24 hours.
- The child has been gone from the center for **at least** 24 hours since being sent home.
- Has been on antibiotics, if prescribed, for **at least** 24 hours.
- The exclusion chart requirement has been completed.

If children are not well enough to go outside, ***please do not send them to school***. The center does not have the staff to care for infirm children indoors during outdoor play. The children go outside twice a day.

All staff members are trained in Infant/Child CPR and First Aid emergency procedures and fire drill as well as shelter in place, lockdown, and active shooter procedures. There are emergency services available at the Archuleta Emergency Services by dialing 911.

If a child is injured, our first step is to apply first aid and tend to the emergency. If the injury is more severe, parents will be notified immediately, and an ambulance will be called if needed to transport the child to the appropriate emergency service facility. All injuries are documented and put in the child's confidential file. Parents are responsible for all medical costs incurred due to an accident or injury on Seed of Learning premises.

### **Administering Children's Medication**

All prescription and non-prescription medication given in childcare or school settings require a written authorization from your health care provider, as well as parent written consent. This is a child-care licensing requirement. The medication authorization forms are in the back of the handbook and available in the office. Only certified, authorized persons may administer the medication. All medications will be stored in a locked cabinet, inaccessible to children, while allowing quick access by staff.

Please note: Prescription medications can only be administered if the actual prescription container is presented to the center, including the child's name, health care provider name, issue date of medicine, name of medication, dosage, route of administration, how often to give medicine, special instructions, storage requirements and expiration date. The container must be accompanied by the written instructions from your authorized health care provider as well as a parent permission form.

The center cannot, by state requirement, divide a scored or unscored tablet, or adjust dosage in any way.

It is the parent's responsibility to provide the appropriate calibrated measuring device e.g., medicine spoon, dropper, or syringe.

### **Children with Special Health Needs**

Children with special health needs such as asthma, hearing, or vision impairments, feeding needs, neuromuscular conditions, urinary, seizures, diabetes, or other ongoing health problems, will need to provide instructions. The instructions must come from the child's medical doctor. Any medicine will also require the parent and doctor's signature on the Permission for Medication Form.

For all children with special feeding needs, the program staff will keep a daily record documenting the type and quantity of food that was consumed and will provide this information to the parents.

### **Homeopathic Medication**

Homeopathic medication and herbal preparations are not included in the official Medication Administration Training. Therefore, Seeds is unable to administer homeopathic or herbal preparations.

### **Accidents, and Injuries**

In the event of a serious injury or accident the Administration will be notified immediately. The person "in-charge" of the accident shall complete the Incident/Accident report as soon as possible. At least one other staff person will review the report. The parent will be called and notified of the accident. At pick up the parent must sign the accident report. A copy should be made and sent home and the original will be filed in the Emergency folder located in each classroom.

### **Toilet Training**

**All** children must be potty trained **before** entry. (If after 30 days from the first day of enrollment the child is still having accidents, the child will have to leave the program until potty training is complete.) The return date is at the discretion of the director.

### **TRANSPORTATION**

Children are to be transported to and from the center by the parents or persons with permission from parents.

### **Field Trips and Supervision of Children**

Children will be supervised at all times when and wherever they are while in the care of the staff of the center. Parents and volunteers will be instructed on policies and procedures before a field trip or outing. Instructions will include the following: permission forms from parents, proper use of safety devices, maintaining a low adult/child ratio to assist and supervise children at all times, and emergency procedures.

Children will walk for all field trips. Staff will take the classroom backpack on all trips. The backpack will contain an attendance sheet, cell phone, first aid kit and emergency book and anything a child with special needs requires (i.e. EPI pen).

Children will be supervised at all times; they will be assigned a staff member or volunteer to be directly responsible for their care. (A plan will be created on an individual basis for disabled children)

### **TECHNOLOGY**

The center will **not** use a television (Dinosaur School Vignettes are an exception only in the preschool classrooms). Other age-appropriate activities will be used to stimulate and educate the children in care. On occasion there will be a special showing of an age-appropriate video. Parents will have plenty of notice and parental permission will be required. Children will not be using computers in the classroom.

### **ABSENCES**

If the child is absent due to sickness or other reasons, the monthly tuition will remain the same will still be charged. **Please call the center each day until your child returns to school or notify the school ahead of time of the duration of absence.** Please leave a message on the answering machine if there is no answer in the center's office.

### **SIBLINGS**

Due to legal and safety issues, siblings are not allowed in the center or on the playground during hours of operation. The only exception to this is during the BRIEF drop off and pick-up times. Even then, parents MUST monitor siblings, and not expect the teachers to take responsibility for them.

### **OUTDOOR PLAY**

Weather permitting; all children will have outdoor play at least twice a day. Children will **not** be allowed to go outside when weather, air quality, environmental safety conditions or other hazards, pose a health risk. Teachers will follow the Colorado Division of Childcare's Weather Watch when determining if the weather is safe (see notice posted in the classroom). Gross motor indoor activities will take the place of outdoor play when conditions restrict outdoor play. Teachers are engaged with the children during outside and inside activities.

To protect against cold, heat, sun injury, and insect-borne disease, the program ensures that:

- a) Children always wear sunscreen outside. Applied skin protection will be either sunscreen or sun block with UVB and UVA protection of SPF 30 or higher that is applied to exposed skin. Lotion only, no spray sunscreen. **If sunscreen is not provided by the parent/guardian, Seeds will provide and apply the sunscreen to the child.**
- b) Children wear clothing that is dry and layered for warmth in cold weather
- c) Children have the opportunity to play in the shade. When in the sun, they will wear sun-protective clothing, applied skin protection, or both.
- d) San Juan Basin Health recommends not using insect repellents in Archuleta County.

Parents need to provide weather appropriate clothing for their children. Children will spend time outside during **all** seasons. Winter clothing includes boots, two (2) pairs of socks, long sleeve

shirts, snow pants, coat, hat, and mittens. (Also, bring extra shoes and 2 sets of spare clothes for inside and to protect against wetness.) Summer clothing includes hat, light coat, sweater or sweatshirt, light clothing, a swimsuit and an appropriate pair of shoes. The staff will have the children wear whatever they feel is necessary to keep all children safe and protected.

## **CLOSURES**

### **Snow Days**

Seeds of Learning will close when the School District 50-J schools close due to snowstorms. The “Snow Day” policy of the School District provides that some days may be “delayed” due to the conditions rather than “canceled.” A “delay” means Seeds will open at 9:30 a.m. rather than the usual 7:30 a.m. If school is “canceled” or “closed”, the center will be closed for the entire day. If you have a question, check Seeds Facebook page (you must “like” us first). You can also call to listen to a pre-recorded message on the center phone answering system. Parents will **NOT** be credited for up to **5** snow days in a school year. If Seeds closes for more than 5 snow days total in the school year, parents will be credited for a \$25 for each additional snow day if their child was scheduled to attend.

### **Other Closures**

If the possibility arises that the heat in the building is excessive and/or cannot be cooled, the children will be sent home. If the center is without heat in the building, children will be sent home. In case of a prolonged electrical outage, 30 minutes or more, children must be sent home.

Seeds of Learning may also close when the School District 50-J schools close due to other possible emergencies (this is at the director’s discretion).

## **EMERGENCIES**

An emergency exit diagram is displayed in various prominent places throughout the center and all emergency exits are clearly marked. Parents are required to leave telephone numbers (cell phones preferably) where they can be contacted at **all** times. In addition, a back-up number of a relative or friend is also requested.

Plans and procedures are in place for other unexpected disasters. (Drills will be practiced monthly)

It is unlikely there will be missing children, but in that event, parents or legal guardians will be notified immediately as well as the Pagosa Springs Police Department.

In the case of a medical or dental emergency 911 will be called immediately. Parents will also be notified. If necessary, children will be transported in an ambulance to Pagosa Medical Center, 95 S. Pagosa Blvd., Pagosa Springs. For children with a medical or developmental problem or other conditions that might require special care in an emergency, Seeds will provide any documents and/or individual emergency care plan for the medical professional. We will also provide any insurance information parents have provided on the Emergency Cards (it is important to update us about any medical insurance changes). Parents that do not have insurance understand they are responsible for all medical costs incurred.



In case of an emergency evacuation, all children and Seeds of Learning staff will walk to Head Start for shelter. Seeds will call and you will be allowed to pick up your child after they have been officially signed out with their classroom teacher. (Updated cell phone numbers are particularly important!)

All teaching staff is required to have current first-aid and CPR training.

### **CONFIDENTIALITY**

The Seeds administration and staff assure parents that there will be no violation of confidentiality – medical, physical, or personal – that might affect any of the children enrolled without the parent’s written permission. The only exception to this assurance would be in the event of a case of child abuse or neglect (see section below).

Child files are kept confidential and are in the front office in a locked cabinet. Parents, administrative and teaching staff (who have written consent from legal parent or guardian) are the only people who have access to records. In addition, regulatory authorities will have access upon written request.

### **DISCIPLINE**

The staff at the center strives to develop a positive relationship and rapport with every child. If problems occur, the staff provides positive guidance and the setting of clear-cut limits. This helps develop self-control, self-esteem, and respect for the rights of others. Discipline is based on positive praise and positive reinforcement to build social skills and self-esteem. Freedom, support, and direction will be blended with reinforcement of positive growth-oriented behavior. **NO PHYSICAL PUNISHMENT (SPANKING, SHAKING), PSYCHOLOGICAL ABUSE (SHAMING, NAME CALLING) OR COERCION (ROUGH HANDLING, SHOVING) WILL EVER BE ALLOWED AT ANY TIME.** (Appropriate use of restraint for safety reasons is permissible)

To deal with inappropriate behavior, staff will teach methods of conflict resolution and alternative behaviors to young children. The children will learn about acceptable behaviors, rules, and age/stage appropriate action.

At Seeds of Learning, the focus is on learning and like all other aspects of life, discipline will be handled as a learning activity.

### **EXPULSION**

We believe children and families deserve to be full members of their communities and to experience a sense of belonging. We know that suspensions and expulsions from early childhood programs can have a significant negative impact on children and families. We take suspension and expulsion decisions seriously, consider the impacts carefully, and keep children enrolled whenever possible. We work closely with families to set children on positive paths.

To prevent suspension and expulsion, we:

- Create learning environments in which every child feels good about being there.
- Design a learning environment that promotes children’s engagement.
- Focus on teaching children what to do, specifically by teaching expectations and routines as well as skills children can use in place of challenging behaviors.

- Talk to families about issues as they arise.
- Provide Incident Reports and Behavior Plans when appropriate and partner with the family to identify the best ways to teach positive replacement behaviors.
- Identify and engage mental and behavioral health consultants and community resources after obtaining parent permission.

Suspension and expulsion are a last resort, used only when other steps taken to resolve an issue have been unsuccessful. Even after the difficult decision to end care has been made, we will do our best to help make the transition as smooth as possible for the child and family. We do this by:

- Giving families reasonable notice, generally at least one week, prior to ending care, unless it is necessary to immediately discontinue services.
- Help families find alternate care by connecting them with community-based childcare resources and referral agencies.

We reserve the right to cancel enrollment for the following reasons:

- Delinquent payments – Parents who have been delinquent in payments two consecutive months or three times in an academic year may lose place in care.
- Failure to provide or renew your child’s medical statement and immunization record can be cause for dismissal. Both forms are required by state licensing.
- Lack of cooperation with the center’s efforts to resolve differences or to address behavioral issues disruptive to normal class functioning.
- Abusive behavior and/or verbal threats toward children, staff, or other parents.
- Lack of cooperation or failure to adhere to written and/or posted center policies and procedures.

### **Referral for Challenging Behaviors and Special Needs/Disabilities**

When a teacher or a parent identifies a concern with a child, be it a special need, a behavioral issue, (hitting, biting, shoving, whacking with toys) relational aggression (verbal bullying, whining, refusal to follow directions, observe classroom rules) a disability, or other, staff will do the following:

1. Observe the behavior(s)
2. Document the behaviors (identify events, activities, interactions, and other contextual factors that predict challenging behaviors and/or assess the function of the challenging behaviors)
3. Present the documentation to the Program or Executive Director
4. Collaborate with the family
5. For challenging behaviors, staff and parents together will create a challenging behavior plan, and, if necessary, refer the child to other professionals. The primary decision for the plan will be made by the family. (Referrals will be made by the Program and Executive Director ONLY after getting the family’s permission.)
6. For other special needs and disabilities, if necessary, the child will be referred to other professionals like the Early Childhood Mental Health Specialist and BOCES. Positive behavior support strategies (removing materials, modifying the classroom, create a predictable daily schedule) will be created and shared with the family. The primary

decision for the plan will be made by the family. (Referrals will be made by the Program and Executive Director ONLY after getting the family's permission.)  
(Children who have experienced traumatic experiences will be provided with a safe, consistent routine in the classroom, and teachers will follow trauma-informed practices.)

### **Biting**

Biting is a natural developmental stage that many children go through. The safety of the children at the center is our primary concern. As common as biting is in group care, the reaction and anxiety because of biting is worrisome to say the least. Biting creates anxious feelings for everyone involved; the children, teachers and especially the parents both of the biter and the bitten.

A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Some children have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

The center will encourage the children to "use their words" and give them the appropriate words to use if they become angry or frustrated. The teacher will maintain close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The teacher will comfort the victim.
- Staff will stay calm and will not overreact.
- The biter will firmly be told that biting is not okay and that biting hurts.
- The teacher will redirect the biter to a different place to play or calm down if need be.
- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident.
- **Confidentiality of all children involved will be maintained.**
- The bitten area should continue to be observed by parents and staff for signs of infection.

\*We will partner with the parent of the biter to work on a plan and strategy to prevent this from happening again. If parents have concerns, please come and talk to the Directors.

"Biting is the most common reason children get expelled from childcare."

--American Academy of Child & Adolescent Psychiatry, 2008

### **WITHDRAWING A CHILD FROM THE CENTER**

If a parent or guardian needs to withdraw a child from the center, a request from the parents must be made in writing 14 days in advance. In like manner, parents and or guardians will be given a written 14-day notice if childcare cannot be provided by the center. If an emergency arises, a parent or guardian will be requested to inform the center that the child will not be attending. Tuition can then be prorated, according to the portion of the month your child is in attendance.

## **CHILD ABUSE AND NEGLECT**

We are mandated by state law to report incidents including evidence of suspected physical, sexual, and/or verbal abuse, and/or neglect. **This includes, but is not limited to, not being buckled in a car seat.** If we observe a child being transported without proper child restraints, we will call 911 and report the license plate and description of said vehicle and its occupants.

If the person picking up a child at our center is thought to be under the influence of drugs or alcohol or functionally impaired, we will call 911 immediately. We will call an authorized caregiver who is not under the influence to come to pick up the child.

All staff members at the center have a responsibility to report all incidents of child abuse or neglect according to state law. Any caregiver or staff member who has cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must **immediately** report or cause a report to be made of such fact to the Archuleta County Department of Human Services, the Police Department, or Archuleta County Sheriff.

Archuleta County Department of Human Services  
P.O. Box 240  
Pagosa Springs, CO 81147  
(970) 264-2182

Pagosa Springs Police Department                      (970) 264-4151 or 911  
Archuleta County Sheriff                                      (970) 264-2131 or 911

## **FILING A COMPLAINT ABOUT CHILD CARE**

Every effort will be made to allow for a parent or guardian to make suggestions or complaints for improvement of childcare. This outline will be followed for parent complaints:

1. If a parent, guardian, volunteer, or staff member has a complaint they can:
  - a. Discuss it with the Director
  - b. Write the Director, addressing the complaint within fifteen (15) days of the occurrence
  - c. The Director will respond to the complaint within ten (10) days
  - d. If the Director does not respond within the allotted time, the complaint should be presented to the Board of Directors.
2. If a parent or guardian wishes to file a complaint about possible licensing violations, he/she may contact:

The Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, CO 80203-1714  
(303) 866-5958

## TEACHING STRATEGIES GOALS & OBJECTIVES

### Objectives for Development & Learning

#### Social-Emotional

1. Regulates own emotions and behaviors
  - a. Manages feelings
  - b. Follows limits and expectations
  - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
  - a. Forms relationships with adults
  - b. Responds to emotional cues
  - c. Interacts with peers
  - d. Makes friends
3. Participates cooperatively and constructively in group situations
  - a. Balances needs and rights of self and others
  - b. Solves social problems

#### Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
  - a. Uses fingers and hands
  - b. Uses writing and drawing tools

#### Language

8. Listens to and understands increasingly complex language
  - a. Comprehends language
  - b. Follows directions
9. Uses language to express thoughts and needs
  - a. Uses an expanding expressive vocabulary
  - b. Speaks clearly
  - c. Uses conventional grammar
  - d. Tells about another time or place
10. Uses appropriate conversational and other communication skills
  - a. Engages in conversations
  - b. Uses social rules of language

#### Cognitive

11. Demonstrates positive approaches to learning
  - a. Attends and engages
  - b. Persists
  - c. Solves problems

- d. Shows curiosity and motivation
- e. Shows flexibility and inventiveness in thinking

12. Remembers and connects experiences

- a. Recognizes and recalls
- b. Makes connections

13. Uses classification skills

14. Uses symbols and images to represent something not present

- a. Thinks symbolically
- b. Engages in sociodramatic play

**Literacy**

15. Demonstrates phonological awareness

- a. Notices and discriminates rhyme
- b. Notices and discriminates alliteration
- c. Notices and discriminates smaller and smaller units of sound

16. Demonstrates knowledge of the alphabet

- a. Identifies and names letters
- b. Uses letter—sound knowledge

17. Demonstrates knowledge of print and its uses

- a. Uses and appreciates books
- b. Uses print concepts

18. Comprehends and responds to books and other texts

- a. Interacts during read-alouds and book conversations
- b. Uses emergent reading skills
- c. Retells stories

19. Demonstrates emergent writing skills

- a. Writes name
- b. Writes to convey meaning

**Mathematics**

20. Uses number concepts and operations

- a. Counts
- b. Quantifies
- c. Connects numerals with their quantities

21. Explores and describes spatial relationships and shapes

- a. Understands spatial relationships
- b. Understands shapes

22. Compares and measures

23. Demonstrates knowledge of patterns

# WITHDRAWAL FORM

(Minimum 2-week notice)

PO BOX 5831  
Pagosa Springs, Co 81147  
970-264-5513

Date: \_\_\_\_\_

Name of Child/Children: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Date of Withdrawal: \_\_\_\_\_ (14 days minimum)

Class: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Signature

\_\_\_\_\_

Date \_\_\_\_\_

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(FOR OFFICE USE ONLY)

Amount of Tuition Returned (if Applicable): \_\_\_\_\_

# Seeds of Learning

## PERMISSION FOR MEDICATION FORM

(To be filled out by Physician and returned to Seeds of Learning Family Center with **every prescription and over the counter drug** given to child enrolled)

Name of Child \_\_\_\_\_ Age \_\_\_\_\_

Child Care Facility: **Seeds of Learning**

Primary Health Care Provider \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Route \_\_\_\_\_

Purpose of Medication \_\_\_\_\_

Time of day medication is to be given \_\_\_\_\_

Possible side effects \_\_\_\_\_

Anticipated number of days it needs to be given at Seeds of Learning \_\_\_\_\_

Date \_\_\_\_\_

Signature of Person with Prescriptive Authority

+++++

### **Parent/Guardian**

I hereby give permission for \_\_\_\_\_ to

administer the above prescription or over-the-counter medication at Seeds of Learning as ordered.

I understand that it is my responsibility to furnish this medication.

Date \_\_\_\_\_

Signature of parent or guardian

**NOTE: The prescription medication is to be brought to Seeds of Learning in its original pharmacy container appropriately labeled by the pharmacy or person with prescriptive authority along with the above form filled out and signed.**



## SEVERE ALLERGY INFORMATION

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

School \_\_\_\_\_ Classroom/Grade \_\_\_\_\_

<b>Allergies: (food, insects, medication, etc.)</b>	<b>Reaction: (include date of last reaction)</b>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
<b>Diet Restrictions:</b> (For food allergies, parents will monitor school lunch menus or provide food; student will self-monitor food choices; teacher will assist child unable to self-select food choices.)	
<b>Medications used daily:</b> (include doses)	
1. _____	2. _____
3. _____	4. _____

### **REMINDER**

- Teachers or other trained personnel must take EpiPen® or any other medication on field trips.
- School personnel should make sure phone is close by, if needed.
- Keep EpiPen® at room temperature, DO NOT freeze, refrigerate, or keep in extreme heat.

**Pertinent Health History** (completed by RN consultant) \_\_\_\_\_

### **EMERGENCY CONTACT INFORMATION**

<b>Father's/Guardian's name:</b>		<b>Mother's/Guardian's name:</b>	
Address: _____		Address: _____	
Home Phone: _____	Work Phone: _____	Home Phone: _____	Work Phone: _____

**Alternate contact person if parent cannot be reached:**

Name: _____	Relationship: _____	Name: _____	
Address: _____		Address: _____	
Home Phone: _____	Work Phone: _____	Home Phone: _____	Work Phone: _____

**Physician who should be called regarding the allergic reaction:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Hospital Preference:**

It is understood by the parent(s) and health care provider that this plan may be carried out by school personnel other than the school nurse. A Registered Nurse is to be responsible for delegation of this task to an unlicensed person.

Prescribing Practitioner Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Delegating RN Signature \_\_\_\_\_ Date \_\_\_\_\_

School Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

## ALLERGY HEALTH CARE PLAN

### HEALTH CARE PLAN

Severe Allergy To: \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Current Weight \_\_\_\_\_

School \_\_\_\_\_ Classroom/Grade \_\_\_\_\_

#### EMERGENCY TREATMENT

##### For Mild Symptoms

Several hives

Itchy skin

Swelling at site of an insect sting

OR If an ingestion (or sting is suspected)

##### Treatment:

1. Send child to health office ACCOMPANIED.
2. **Give** \_\_\_\_\_ of \_\_\_\_\_ by mouth.  
dose (amount) antihistamine
3. **Contact** the parent or emergency contact person.
4. **Stay** with the student; keep student quiet, monitor symptoms until parent arrives.  
**Watch** student for more serious symptoms listed below.

Special Instructions (for health care provider to complete):

##### Severe Symptoms can cause a *Life-Threatening Reaction*

- Hives spreading over the body
- Wheezing, difficulty swallowing or breathing
- Swelling of face/neck, tingling, or swelling of tongue
- Vomiting
- Signs of shock (extreme paleness/grey color, clammy skin)
- Loss of consciousness

##### Treatment:

1. **Give EpiPen® or EpiPen Jr.® immediately**, place against upper outer thigh, through clothing if necessary.
2. **CALL 911** (or local emergency response team) immediately.  
EpiPen® only lasts 20-30 minutes  
**911 (emergency response team) should always be called if EpiPen® is given**
3. Contact parents or emergency contact person.  
If parents unavailable, school staff should accompany the child to the hospital.

##### Directions for use of EpiPen®

1. Pull off grey cap.
2. Place black tip against upper outer thigh.
3. Press hard into outer thigh, until it clicks.
4. Hold in place 10 seconds, then remove.
5. Discard EpiPen® in impermeable can. Dispose per school policy or give to emergency care responder. Do not return to holder.

Special Instructions (for health care provider to complete)

It is understood by the parent(s) and health care provider that this plan may be carried out by school personnel other than the school nurse. A Registered Nurse is to be responsible for delegation of this task to an unlicensed person.

Prescribing Practitioner Signature \_\_\_\_\_ Date \_\_\_\_\_