

Cradle To Crayons Learning Center

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CRADLE TO CRAYONS LEARNING CENTER

Parent's Manual

Welcome!!

Cradle to Crayons provides care for children 6 weeks to 6 years old. The center is divided into seven classrooms. We have 2 infant rooms, Infant 1 cares for children 6 weeks to 6 months, and Infant 2 cares for children 7 months to 12 months. In the infant room the ratio is one caregiver to every five children. Cradle to Crayons has three toddler rooms, one for our children 12 months to 18 months, the Wobbler Room, one for our children 18 months to 24 months, the Toddler 1 Room, and one for our children 24 months to 30 months. In all of these rooms the ratio is one caregiver to every five children. Cradle to Crayons has two preschool programs, Preschool 1 is designed for children 2 ½ to 3 ½ years old. This classroom introduces a more structured preschool environment. The ratio for this room is one caregiver to every eight children. Our Preschool 2 room is designed for children 3 ½ to 6 years old. This class continues to offer a structured preschool program including pre-writing, pre-reading, and pre-math skills, as well as large and fine motor activities. The ages assigned to these groups are approximate. We recognize that children develop at different rates, and use these ages only as a guideline.

Our Philosophy

It is our philosophy that children learn through playing, exploring their surroundings and interacting with others. Cradle to Crayons provides a safe, nurturing, loving, and clean environment to foster children's development. We are committed to showing respect to each child through a warm, encouraging, and caring attitude.

Our program is individualized to meet the needs of the children as they move through the center. The schedule allows for independent play, group play, social interaction, activity exploration, outside play and movement. Our staff is educated and experienced in taking care of children and of the developmental process.

It is our goal to help children develop positive self esteem, a sense of trust, and respect for others. We want to facilitate this by providing quality care, a foundation for future learning, and an exceptional experience while at Cradle to Crayons.

Hours of Operation

Our hours of operation are 7:00 am to 6:00 pm, Monday through Friday. The center will be open 12 months a year except for the following: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. If one of these major holidays falls on a weekend, the day the center will be closed will correspond with the day that the majority of our families have off.

Admission and Registration

Children between the ages of 6 weeks and 6 years old are eligible for enrollment at Cradle to Crayons. When the admission forms are completed, a starting date has been chosen, and the registration fee had been received, registration is complete and the child has been enrolled. The registration forms include:

- Registration Information Form
- Permission Form
- Immunization Records
- General Health Appraisal (for doctor to complete)
- Sunscreen permission form
- Enrollment agreement

A \$60 annual security fee is due January of each year. This fee for the current year is due upon enrollment.

Daily Arrival and Pick-Up

A parent or authorized person must sign in the time of arrival and departure for your child. Initials must be written with each sign in and out time. **This is a state regulation and must be done accurately.** The center is not responsible for a child that is not signed in and out properly. Your child is to be brought to the proper room by you or an authorized person; the person should wait for the child to be acknowledged by the teacher. Your child will only be released to people you have authorized in writing. They must provide ID upon arrival. Attendance will be taken in the morning and periodically throughout the day. The closing teacher will check attendance and sign out sheet to ensure all children have been picked up. They will then do a walk through of the building to make sure all children have been picked up. **Your child must arrive by 10:30**, any child not dropped off by 10:30 will be unable to stay for the day. Exceptions may be made, if approved by the director or assistant director in advance.



Reporting Child Abuse

At the time of admission you will be given a letter which explains how to report child abuse or sexual assault. The center staff are trained and instructed in such matters.

Common signs to look for:

Physical Abuse: frequent cuts, bruises, fractures or other injuries, child excessively fearful of discipline, child talks about or acts out abuse in dramatic play.

Sexual Abuse: frequent nightmares or disturbed sleep habits, regression to a more infantile behavior, extreme knowledge of sexual matters, inappropriate and/or explicit sex play, sudden or new fears of adults

These symptoms will appear in circumstances above and beyond those of normal child development. If you have concerns please bring them to the attention of the director immediately. State law requires the director and staff of the center to report any suspected child abuse.

Filing a Complaint

To file a complaint about this facility, contact the Colorado Department of Human Services, Division of Child Care 1575 Sherman Street Denver, CO 80203-1714 or call 303-866-5958

Special Needs

Cradle to Crayons offers care for children with special needs. We work closely with the parents to identify each child's specific needs and care requirements. Our facility is equipped for caring for special needs children and our staff trained in working with all children.

Outside Play

We do spend time outside everyday, weather permitting. It is important that you dress your child appropriately for the weather. You are welcome to leave extra jackets, shoes, hats, etc at the center. If there are any special instructions regarding your child going outside please let your child's teachers know as soon as possible. We apply sunscreen to the children before going outside, but we recommend you bring a hat to provide protection from the sun.



Visitors Policy

Visitors are welcome at the center at any time. Due to state law, all visitors must sign into the visitor's log, stating their name and the reason for their visit.

Volunteer Policy

The center encourages volunteers to participate at the center. It serves to enrich the program and the lives of the children, staff, and volunteers themselves. Volunteers will never be given their own group of children or responsibilities in caring for the children. Volunteers will be used for one on one contact with the children in a well supervised group. All volunteers will go through ten hours of training and orientation with the age groups represented at the center. All volunteers will be under direct supervision of the director.

Special Activities

Cradle to Crayons may offer additional activities to supplement the curriculum. The activities can include: music, movement, art, science. A specialist in these areas may be hired to come and assist in teaching these activities.

Immunizations

From time to time we will admit a child that does not have immunizations due to religious beliefs. This should not pose a threat to your child, as most children do have their immunizations.

Health and Safety

Our illness policy is designed to keep our center as healthy as possible. We ask families to follow our illness policy as a courtesy to the other children and our staff. We know it is difficult to miss work with an ill child, but keeping children home will keep illnesses from spreading through the center. If your child has one of the following symptoms they must stay home.

Fever of 99.6 or higher

Diarrhea or vomiting

Red throat

Undiagnosed skin rash

Fresh cold

Yellow or green discharge from eyes or nose

**Contagious disease, like Strep throat,
Chicken Pox, etc.**

Hand, Foot and Mouth Disease

If your child becomes ill or develops one of these symptoms during the day we will notify you to come and pick them up immediately. Also, if your child seems miserable and unable to participate we will call you to pick them up.

After an illness, your child can return when:

The child has been symptom free for 24 hours, with the exception of vomiting or diarrhea, children must be kept home **48 hours** symptom free.

The child has been on antibiotics for 24 hours

You have a verifiable doctor's note stating the child is not contagious.

Even with a doctors' note it will be up to the staff member in charge as to whether or not the child will be allowed to stay. The center reserves the right to refuse a child to stay if they feel the child is too ill to participate at a normal level.

Please call and notify your child's teacher if you are keeping your child home. This will help the teacher plan the day. If your child has a communicable disease please notify the center immediately so we can

notify other families and the county health department.

If your child has to take medication, the center will administer it only with your consent and an accompanying note from the doctor. The medication shall be kept in the original container bearing the name of the child, name of the medicine, prescription number, date filled, name of physician and dosage to be given. The medication will be stored in a locked container. Trained staff shall administer all medication and a record will be kept on the dosage and time given to the child.

State regulations require the administering or application of prescription and non-prescription medications and special medical procedures shall be provided only by written order or prescription from a physician to a child's parent, or to the center, with knowledge and written consent of the parent or guardian.

Also, the center needs a parent or guardians' permission and a physicians' consent to administer non-prescription medications. Such medications include, but are not limited to, pain relievers, teething agents, and decongestants. The permissions are on the registration form and the doctor's statement. Medications will be stored in a bin located in a kitchen cupboard. This will be located in a spot inaccessible to the children. In the event that medication needs to be refrigerated there will be a bin located in the kitchen refrigerator for this purpose.

Accidents and Injuries:

In the event that a child should get hurt at Cradle to Crayons, an incident will be filled out, and the parent will be notified, based on the significance of the injury. The child will be cared for appropriately. A copy of the report will be filed in the child's file and a copy sent home with the parents.



OUR CLASSROOMS

Infant Rooms

Each infant receives individualized attention throughout the day. Infants are always held while being fed. They are allowed to set their own eating and sleeping patterns. However, we do have a general schedule we try to stick to. The nursery is comfortable and provides a home like environment. The staff is trained to be responsive to the needs of each infant and provide age-appropriate developmental activities.

Wobbler and Toddler Rooms

Our wobblers and toddlers also receive individual attention during the day. They are involved in more planned activities and group times. They have one scheduled nap time per day and are allowed to sleep as long as needed. The teachers will sit at the table and eat with the children while modeling proper table manners and setting a good example. The staff is encouraged to set a positive and helpful example to the children at all times.

Preschool 1 and 2

Our preschoolers have a set schedule each day with time for group activities, play, and quiet one on one interaction with teachers. The teachers plan weekly lessons based on a monthly theme. Our theme based curriculum emphasizes language development to help children communicate their ideas. Group activities are planned to foster their social, cognitive, language, and motor skills. The Preschool 1 room introduces a preschool program, with a daily group time including learning shapes and colors, well as introducing letters and numbers. In the Preschool 2 program, our theme based curriculum emphasizes pre-kindergarten readiness, including pre-writing skills, early math skills, and letter recognition. We focus on introducing these basic skills through a play environment, where children are encouraged to explore and learn in a manner that will benefit them the most.

Late Pick Up

If the parent, guardian, or authorized person is late to pick up a child, a late fee will be assessed. The late charge is due immediately and payable to the staff member present. The late fee is \$5 for the first five minutes and \$10 for every five minutes after that. The center does recognize extenuating circumstances, but please try to plan accordingly. In the event that a child is not picked up, a staff member will stay with that child, contact the director, and contact the parent, guardian, or authorized adult.

Television and Video Viewing

At Cradle to Crayons we will occasionally watch videos. We will use videos for both education and entertainment. Videos will be watched when they enhance a unit being taught or when we have a string of bad weather days. On some occasions videos will be watched as a part of a holiday celebration.

Snacks and Meals

Cradle to Crayons will provide breakfast, lunch, and an afternoon snack. Menus are planned and posted at least one week in advance. Also, a copy of the menu will be available to take home so you can plan accordingly. If your child is allergic to anything it is important you notify the staff so they are aware immediately. If your child is unable to eat what is being served, it is your responsibility to bring food for that day. The center's philosophy regarding food is to serve the food in as close to a natural state as possible. We try to fix meals which are low in fat, sugar, sodium, preservatives and additives. We believe in encouraging children to feed themselves, when they are capable. Meals are served within a time frame; if you bring your child after a meal has been served they will have to wait until the next meal. Please keep this in mind and plan accordingly. **We are a peanut free center.**

Children's Cubbies

Each child will have his/her own cubby. The Infants, Wobblers, and Toddlers will have two cubbies, one for personal storage and one located above the changing table for diaper storage. Preschoolers will have only one cubby. This is used to store belongings such as blankets, sheets, and extra clothes. Feel free to check your child's cubby at any time. Cubbies are not to store toys from home. These should be kept at home or on the car except on 'Show and Tell' days. **PLEASE REMEMBER TO LABEL ALL OF YOUR CHILD'S BELONG-**

Field Trips

We will occasionally go for walks outside the center, but within the park. Children will be kept under direct supervision by the teachers at all times. They will stay with a partner within close proximity of the teachers. If the child should arrive at the center and their class is away from the center, the child will be placed in the care of the director or assistant director. If ratios are maintained, the student will join another class until the class returns to the center.

Termination of Service

Termination of services may be made for the following reasons:

- Failure of the child to adjust to the center to the extent that it causes an abnormal amount of stress, anxiety, or hardship to the child or staff.
- Failure to meet the tuition fee schedule according to the signed enrollment agreement.
- Failure by the parent or guardian to abide by the policies and procedures of Cradle to Crayons.
- Physical abuse **by** the child towards other children or staff.

Before services are terminated the parents will be notified, both verbally and in writing of the problem and together, we will try to find a possible solution. No services will be terminated without prior written notice. Likewise, when parents choose to disenroll their child we request **two weeks notice in writing**. Parents will be notified in writing of any policy or procedure changes which will affect the services provided.

Discipline

At no time will a child ever be disciplined harshly or physically. The center believes in redirection as our primary form of discipline. Rather than scolding a child for a behavior, we try and replace it with an acceptable behavior. Discipline will be dealt with in direct cooperation with the parents.

Our goals in discipline are:

- To use positive statements to direct behavior
- To teach self-discipline by setting limits
- To explain the reasons for the limits and encourage the children to express their feelings in as many possible ways as possible.

In using these methods with the children, we believe that while guiding self-discipline, it will give the children a sense of self-worth that will be a good foundation in their future.

Lost Child Policy

While at the center your child's lead teacher will be responsible for the children in her classroom. If any children leave the center, even on a short walk, the teacher will post an itinerary and route the children will follow. When one class goes outside to play they are to inform others of their whereabouts. This helps everyone in accounting for the children. The teachers will know how many children are in their care at all times and take attendance periodically. If a child is missing from the group, the teacher will combine the children into one classroom, notify all the teachers, and all available staff will begin looking for the child. This will continue until the child is found or the police are notified. The parents will be notified immediately.



Birthdays

Birthdays parties may be planned for your child with the staff. They will help you arrange a celebration that works well for young children. We encourage you to bring treats for the children if you wish. Treats are typically served as an afternoon snack. Please bring something that is peanut free. Parents and family are welcome at all birthday celebrations.

What to Bring for Your Child

Crib sheet and 1 Small Blanket for naptime
All bottles, formula, breast milk, as need on a daily basis. Bottles need to be pre-made.
All items must be labeled.
Pacifiers(if needed)
Diapers- you're welcome to bring a bag of diapers in and we will let you know when you are running low.
Wipes- 1 package per month if your child is in diapers or pull-ups
Change of Clothes- extra if potty training

Medical, Fire, and Weather Emergencies

In the case of an accident of medical emergency, the center will call 911, apply first aide, and perform CPR if necessary. The center will use emergency transportation, provided by the paramedics, and will contact the person listed on your registration form. Any expenses incurred for emergency procedure shall be the responsibility of the parent or guardian.

In accordance with the Colorado Department of Social Services regulations and Fire Marshall, the center practices fire and tornado drills regularly. Children of walking age will walk to the designated areas. Children that cannot walk will be transported in wagons and evacuation cribs designed for this purpose. Tornado drills are practiced in the spring and summer and fire drills are practiced year round. Procedures and evacuation routes are posted in each room and are available for your inspection.

What To Do Upon Arrival

- Sign in, with initials, on the arrival and departure sheet (state regulation)
- Fill out a daily activity record (Infants, Wobblers, Toddlers)
- Fill out medication sheet, if needed, and give medications to the caregivers for storage
- Let caregivers know of any special instructions
- Give daily supply of bottles to caregiver to place in the refrigerator

What To Do Upon Departure

- Sign out on arrival departure sheet
- Check your child's supplies
- Pick up daily record and other paperwork
- Collect your child's art work, bottles, clothes, medications, and other belongings



Inclement and Excessively Hot Weather

Living in a state with as unpredictable weather as Colorado, requires us to have a policy on weather. When we have received a large amount of snow overnight, parents should call and check the message at the center to see if we will be closed. When the Jefferson County Public Schools are closed, we will be closed as well. It is crucial that parents pay attention to the news media or check our website or phone message to check for closures.

The children do enjoy spending time outside; we will make a conscious effort to get the children outside as much as possible, when the weather permits. This includes winter and summer. When the weather is extremely cold, we will not go outside, however, if all of the children are dressed appropriately we will take them in the snow to play. This is a decision made by the classroom teacher. During the summer months the children may spend longer periods of time outside. We will apply sunscreen and provide water to the children at all times. If it gets too hot in the summer, we will keep the children inside. This decision is made by the classroom teacher and director.

Diaper Changing and Toilet Training

The children in our infant and toddler center, who are in diapers, will be changed every two hours and more often if necessary. Children who are ready to begin the toilet training process will be asked if they would like to use the potty when they are being changed. If the child does not want to use the potty, they will not be forced. There will be no discipline associated with toilet training and the child will not be shamed or ridiculed regarding potty training. If the parents are using a specific method at home, this can be arranged with the teacher.

Parent/Teacher Conferences

Parent and teacher conferences will be held twice a year, in the spring and in the fall. Conferences will be scheduled around the teachers working hours. Conferences can be scheduled other times throughout the year if the parent or teacher has a concern. The director is also available for conferences at any time.

Vacation Days

Each Family will receive 2 weeks of vacation per year, based on their child's enrollment. If a child comes 2 days per week, 4 vacation days are given. These days may be used as you choose, for vacations, sick days, holidays, or days we are closed. Please let us know in advance if your child will be on vacation so we can plan accordingly.

Cradle to Crayons

Enrollment Agreement

I have read the Parent Manual of Cradle to Crayons and agree to follow the policies set forth in the manual.

I understand:

The policies regarding tuition and fees including:

Tuition is due in advance

Tuition is based on enrollment, not attendance

Select a payment option:

I elect to pay monthly, in advance on the first day of attendance of the month. I understand that tuition is past due and delinquent if not received by noon on the second day of attendance of the month. After noon on the second day of attendance of the month, a late fee of \$5.00 per day will be assessed to my account until account is brought up to date. If payment of tuition has not been made by the third day of attendance, I may be asked to withdraw my child from care until payment has been made in full.

OR

I elect to pay in advance on Monday of each week. I understand tuition is past due and delinquent if not received by noon on Tuesday. After noon on Tuesday, a late fee of \$5.00 per day will be assessed to my account until account is brought up to date. If payment is not made by Wednesday of that week, I may be asked to withdraw my child from care until payment is made in full.