

Welcome to Cribs 2 Crayons Child Care and Early Head Start



Parent Handbook

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This Handbook Includes:

- General School and Base Tuition Information
 - Our Program and Curriculum
 - Day-To-Day Life
 - Infant Specific Policies
 - Communication
 - Positive Guidance Strategies
 - Health Practices
- Emergencies, Safety and Security

General School and Tuition Information

Welcome

Welcome to Cribs 2 Crayons Child Care! We are dedicated to quality child care and educational excellence. It is our goal to provide an environment for your child that encourages him/her to explore and discover new and exciting adventures. Our facility is focused on accommodating your child's needs. We encourage staff and parents to develop a positive relationship that will work towards promoting the well-being of each individual child. Your input in facilitating this process is greatly valued. We assure you that we will do our best to provide your child with a safe physical environment and inspiring atmosphere. We look forward to working with you and your child. If at any time you have any concerns or suggestions, please feel free to contact center management. Remember, more progress can be made when we work together.

Mission

Cribs 2 Crayons Child Care is dedicated to quality childcare and educational excellence. A pleasant facility ensures a warm environment for nurturing in the area of education, recreation, self-development and interpersonal relationships. Our well-trained staff provides age-appropriate learning activities which are oriented towards development of the child's social, emotional, physical and intellectual needs.

Philosophy

We believe each child is a unique individual. Our philosophy is to provide an environment which facilitates the cognitive, emotional, social and physical development of each child. In the process, we encourage collaboration among parents and staff. Together, we try to understand the unique needs of each individual child and implement strategies that will allow for maximum growth to occur. We believe that challenging and stimulating learning activities and experiences can enhance the formative years of a young child. We are dedicated to contributing to a child's positive self-esteem, individuality and a sense of responsibility that will allow him/her to discover and experience the world.

Colorado Shines

Cribs 2 Crayons participates in a program called Colorado Shines. Colorado Shines is a quality rating and improvement system for all of Colorado's licensed early learning programs. It encourages and supports programs to improve their quality and to connect with families looking for quality care for their children. For more information, please visit www.coloradoshines.com.

Early Head Start

Dear Parents of **Infants and Toddlers**,

We are pleased to announce that Cribs 2 Crayons is now an Early Learning Ventures/Early Head Start Partnership site. This partnership will help us improve upon the already great care your infant or toddler receives at our center.

What will this look like for the children and families?

- All Early Head Start classrooms benefit from the smaller adult to child ratios and group sizes, which lead to environments that are safer, healthier and more developmentally rich.
- All Early Head Start classrooms benefit from the use of researched based and proven, Creative Curriculum and Teaching Strategies Gold, to plan for, facilitate and track the progress of children.
- Early Head Start eligible children receive health, developmental screenings and comprehensive services.
- Help with family finances by providing formula, diapers and wipes for Early Head Start children while in care at our center.
- Increased opportunities for parent engagement.

What will this look like for our team?

- Staff members benefit from taking college courses or pursuing a Child Development Associate Credential to meet the qualifications of Early Head Start.
- Staff members receive individualized support in the classroom through coaching.
- Staff benefit from specialized training aligned with course work, curriculum, Early Head Start Standards etc.
- The ability to provide more individual support and relationship building with the children in their classrooms.

All enrolled participants in Early Head Start must show financial need, apply for the Colorado Child Care Assistance Program or CCAP, ensure that your child attends a fulltime program no less than 85% of the time, and are interested in the services mentioned above.

For more information including how to apply for Early Head Start please contact your Early Learning Ventures Child Care Partnership Specialist:

Krisshetta Thobani, Cell:720-507-8974 Email: kthobhani@earlylearningventures.org

Quality Improvement Plan

Cribs 2 Crayons, in partnership with Colorado Shines, has a Quality Improvement Plan. A quality improvement plan allows Cribs 2 Crayons and Colorado Shines to work together to improve our quality rating, help us develop and implement a customized quality improvement plan that meets our needs and aligns with our educational philosophy. These plans can be implemented slowly or quickly, depending on our program's needs. Our quality improvement binder is located in the Director's office and available to all families. Since we are an Early Head Start site, we also maintain a CIP (Continuous Improvement Plan) that helps improve the quality of the program

Hours of Operation

Cribs 2 Crayons is open Monday through Friday, 6:30am to 6:00pm. We are closed on weekends and seven major holidays.

Ages of Children/Program

Children ages six weeks through twelve years are accepted at the center. No one shall be denied access to our program because of race, sex, creed or color. We accept all forms of payment including credit cards. Families with state funded child care tuition assistance are also welcome. Children are grouped by appropriate ages, however, during transition times and special events, children of different ages may be grouped together for short periods of time excluding infants. We do not provide transportation of any type.

Holiday and other Closures

We will be closed the following holidays:

New Year's Day
Thanksgiving
Friday after Thanksgiving
4th of July
Labor Day
Memorial Day
Christmas Day

If any major holiday falls on a Saturday, we will be closed Friday. If a major holiday falls on a Sunday, we will be closed on Monday.

We will close at 2:00pm on:

New Year's Eve
Christmas Eve

Full tuition is due for the weeks in which these holidays fall. NO CREDITS WILL BE ISSUED FOR THESE HOLIDAYS.

Staff Health and Wellness and Professional Development

At Cribs 2 Crayons we strive to keep our staff emotionally, mentally, and physically well. As responsive caregivers in Early Childhood Education, it is important to care for our whole health in order to be present emotionally, mentally, and physically to care for your whole child. In effort to keep our staff at their best, beginning May 2021, Cribs 2 Crayons will close the last Friday of the month, every 90 days. All current tuition and payment agreements still apply.

Currently, we close at 5pm on the third Thursday of every month for our monthly staff meeting and professional development. In an effort to support our whole community, including parents and their employers, in the months that we observe our staff health and wellness closure, we will not hold a staff meeting and will close at our normal time of 6:00pm.

Our full Staff and Wellness policy is located in our staff handbook and is available upon request.

Vacation

A written notice must be submitted before a vacation is taken. 5 vacation days are given after 1 year of attendance for full-time families only. All families will receive 5 tuition free vacation days after the first year. 1 day is added per year of attendance. We cannot hold a space for your child beyond two weeks and after the allotted time, your child will be considered withdrawn. If you choose to take more than 1 week, the enrollment fee is required to hold your child's spot.

Tuition Rates

Days Per Week	5 Full	4 Full	3 Full	2 Full	Drop In
Infants 6wks-18mo Ocean & Forest	\$360.00	\$325.00	N/A	N/A	N/A
Toddler 1 1yr-2yrs Garden	\$340.00	\$305.00	N/A	N/A	N/A
Toddler 2 2yr-3yrs Zoo	\$320.00	\$290.00	N/A	N/A	N/A
Preschool & Pre-K 3yr-5yrs Farm & City	\$300.00	\$270.00	\$240.00	N/A	N/A
School Age 5yrs old and up City	\$280.00	\$250.00	\$220.00	N/A	N/A

- Cribs 2 Crayons offers a \$20.00 sibling discount for any additional children. Discounts are deducted from the lower rate. Monthly tuition payments are available. To qualify for monthly rates, payments must be received by the third of each month (or the Monday after if the third falls on a weekend) Monthly tuition received after the 5th will be charged the weekly rate for that month. The benefit to paying monthly is that you pay your weekly tuition multiplied by four regardless of the number of weeks in that month.
- Tuition is due every Monday morning for the current week. Payments not received by Wednesday morning at 10:00am, will have a \$25.00 late fee. Tuition not received by Friday morning at 10:00am with result in suspended care until tuition is paid in full.
- We accept payments in the form of a check, cash, money orders and all credit cards.
- The center closes at 6pm. All children should be picked up by 6pm. Parents should arrive no later than 5:50pm to allow enough time to visit with the teachers and collect the child's belongings. Service beyond 6pm will result in a \$1.00 per minute, per child late fee that is due not later than the following business day.
- A non-refundable enrollment fee is charged at time of enrollment to cover the paperwork and other costs involved in enrolling a child. The current enrollment fee is \$75.00.
- Withdrawing your child from the center requires a minimum 2-week notice. If notice is not given, the parent is still responsible for paying the remaining two weeks.

Financial Policies

Upon enrolling your child, you will be asked to pay a \$75.00 enrollment fee. Low-income families will have a \$25 enrollment fee. Should you withdraw your child for more than one week, you will be asked to pay another enrollment fee before leaving to ensure your child's spot when you return. If you choose not to pay this re-enrollment fee, we cannot guarantee your tuition rate or spot. Weekly tuition due before 10:00 a.m. on Monday and is considered late after 12 p.m. on Wednesday. A late charge of \$25.00 will be added to the total due. If tuition is not paid by Friday at pick up, your children will not be permitted to attend.

To qualify for monthly rates (weekly rate multiplied by 4), payments must be received by the first of each month (or the Monday after if the first falls on a weekend). Monthly tuition received after the 3rd will be charged the weekly rate for that month.

We must occasionally adjust our fee structure. You will receive notice in writing one month before any fee changes. Families enrolling more than one child will receive a \$20.00 discount on the oldest child.

Since our staffing is based on enrollment, we cannot extend any credit for absences for any portion of any given week. If your child is gone for one full week due to illness, we will give credit equal to 50% of your tuition with a doctor's note **ONCE** per calendar year. If your child is absent and all vacation days and illness discounts have been used you are responsible for full tuition every week, whether your child is in attendance or not. Absence credits will renew every year after your child's enrollment anniversary. Should your child be away for one or two weeks due to vacation, you will not pay child care tuition for those weeks as long as you have been enrolled for at least one year. We also need a written notice for any vacations, two

weeks in advance.

Parents with children who have county assistance must pay their full co-pay no later than the 5th of every month. Management reserves the right to suspend or terminate services and are required to report it to the county.

Returned checks will result in a \$35.00 charge.

Other charges may arise for special services provided. You will be fully informed of these charges in writing. If you decide not to have your child participate, payment will not be required.

Admissions Procedures

To enroll your child, you must complete an enrollment application and provide the center with a current immunization record. A \$75.00, non-refundable, enrollment fee is due at the time of enrollment. Low-income families have a \$25.00 enrollment fee. Our enrollment applications are completed online through ELV. All children must meet the health requirements of the State of Colorado to enroll.

Required Forms/Student Records

The following forms are required before your child begins attending:

- Enrollment Application
- Emergency Contacts
- Immunization Record
- General Health Appraisal/Physical (required at the age of 2, 4, 6, 9, 12, 15, 18 and 24 months, and age 3, 4, 5, 6, 8, 10 and 12 years.)
 - Medication Authorization if Applicable
 - Medication if Applicable
 - Signed Emergency Authorization
 - Parent Handbook Acknowledgment

Privacy and Confidentiality

Records containing personal information of our children and families shall remain confidential and in the care of the center Director. As a courtesy, we ask families to also respect the privacy of our staff and each other by maintaining confidentiality as well. Please do not speak to others about specific children's behaviors or actions.

Media and Marketing

We are excited to share our program with the world. At times we will be taking pictures for our website or other sources of media to share externally. You will have the option to opt in or out in your ELV application. You have the right to decline using your child's image for internal or external marketing purposes.

Withdrawing from the Program

We require a two-week notice before withdrawing your child. This notice must be submitted in writing. If a two-week notice is not given, the parent/guardian is still responsible for fees due for those two weeks.

Should we find it necessary to withdrawal your child, we will hold a conference between you and the Director and/or owner. Reasons for the withdrawal will be discussed so that you fully understand why we are asking you to withdrawal your child from the center. Grounds for withdrawal could be but are not limited to, nonpayment of tuition, threat to the safety of others or the destruction of property. These decisions are made at the discretion of management. Your account will be paid in full at this time unless you are behind in tuition payments.

Cameras

Cribs 2 Crayons utilizes surveillance equipment. Audio and video may or may not be monitored or recorded. Due to child privacy laws, Cribs 2 Crayons reserves the right to restrict access to any recorded video to authorized outside legal entities as required.

Staff Trainings/Requirements

Social services require that every employee receives 15 hours of training per year. Some of this training will be received when an employee accepts employment with Cribs 2 Crayons. Training hours will also be met through staff meetings and workshops offered outside of the center. The following trainings are the responsibility of the employee and are required by licensing before working in any classroom:

1. **Child Abuse Reporting**
2. **Safe Sleep**
3. **Shaken Baby**
4. **FEMA**
5. **CRP and First Aid**
6. **Standard Precautions**
7. **Criminal Background Check: CBI, FBI, and Trails (Abuse registry)**
8. **Cribs 2 Crayons Policies and Procedures**
9. **Licensing Rules and Regulations**
10. **Playground and Building Safety**
11. **Emergencies**
12. **Infant/Toddler Training**

All Early Head Start staff must be EHS qualified with a CDA or specific coursework. Professional Development plans are established with all staff within 30 days of employment and updated yearly. During the Professional Development Plan meeting, staff are made aware and acknowledge the ELV Service Plans and Head Start Performance Standards.

Our Program and Curriculum

Curriculum and Activities

Cribs 2 Crayons Child Care provides educational programs that are age-appropriate and meet the developmental needs of the child. The center utilizes Teaching Strategies Gold. TSG is a program that tracks child developmental goals and outcomes. Families learn more about this during parent/teacher conferences. Information about daily activities is posted on the parent board in your child's classroom.

Early Head Start classrooms use an evidence-based curriculum that is developmentally appropriate for infants and toddlers called Creative Curriculum. We conduct ongoing assessments to individualize the instruction and learning for child. My Teaching Strategies is the tool used to assess children.

Within our classrooms Cribs 2 Crayons focuses on primary caregiving. Primary caregiving allows children to make connections with one staff member who ensures their developmental progress/needs are being met on a consistent and daily basis. In our EHS rooms, we sustain continuity of care. That means the same children are assigned to the same teacher every day.

Parents are encouraged to give their input on policies and procedures regarding parent involvement and curriculum implementation.

Field Trips/Transportation

Cribs 2 Crayons does not provide transportation of any kind. Walking field trips to places such as the library, Skate City and Jumpoline are possible. Parents will be notified in writing if any such activity is planned. Fees associated with field trips are the parent's responsibility.

Walking field trip permission slips must be completed. Nature walks may also occur for educational purposes.

C2C Gardening

Children will help teachers put soil in planters, plant seeds and transplant plants, pull weeds, water and pick fruits, vegetables, and herbs. Toddler and preschool classes will participate. Children can help fill milk jugs with water for the purpose of watering plants. Teachers will have open-ended discussions with kids about safety, plant cycle, what a plant needs to grow, shapes n colors, tastes and smells, etc. Children will be given the opportunity to taste the fruits, vegetables, and herbs we grow. All fruits, vegetables and herbs will be washed prior to tasting. Children will not be permitted to climb on planters, use soil inappropriately, or

eat plants without teacher permission and supervision. Children will always be supervised. Children's hands will be washed after gardening.

TV/Computer/Media Use

Cribs 2 Crayons Child Care is dedicated to making full use of educational T.V. and videos. Children will not be allowed any screen time exceeding 30 minutes per week. We will only show age appropriate and educational films to children. Television, movies, iPads, tablets and cell phones are only permitted for special occasions or for educational purposes. Staff is not permitted to use electronic devices to "entertain" the children at any time.

Special Occasions/Events

Cribs 2 Crayons recognizes and respects all cultures. We celebrate most holidays with each child's ethnic background in mind. Please let staff know if you do not wish to have your child participate in any celebrations. We will be happy to celebrate your child's birthday with you during afternoon snack time. Parents are invited to join us and we ask that a special snack, such as cupcakes or fruit be "**store bought**" by the parent and brought into the center the morning of the celebration. We also ask that the celebration does not include gifts as that may cause a disruption. **CRIBS 2 CRAYONS IS A PEANUT FREE ZONE.**

Annual Family Surveys

As a part of Colorado Shines, families will be asked to participate in an annual family survey. These surveys will be completed electronically. We ask that you please take part because your opinion matters and it also helps us score higher in our ratings. Please be as honest and as thorough as possible. Thank you in advance.

Parent Engagement/Participation

We encourage and welcome all parents to participate and or volunteer at any time for any event. Parent involvement and your role as your child's lifelong educator is important to us. Please feel free to speak with the Director or your child's teacher about volunteering at any time during the year. Cribs 2 Crayons has a PAC (Parent Advisory Committee) meeting every third Tuesday of the month at 5:00pm. All parents are welcome and encouraged to attend. Childcare and family style dinner will be served. Parent engagement activities will be held quarterly. EHS Parents also have the option to be a part of the Policy Council. Early Head Start families will have two home visits and two parent/teacher conferences per year as a part of the program. If families would like a home visit as a part of their enrollment, please let the Director know.

Interpreters/Home Language Resources

Cribs 2 Crayons Child Care Center has access to resources to assist all families with language barriers. Please ask the Director if you need such services. Cribs 2 Crayons does its best to provide children the opportunity to hear their home language within each classroom through staff interactions. At Cribs 2 Crayons, when a majority of children speak the same language, at least one staff member must speak such language.

Children with Special Needs

Children with special needs will not be discriminated against or turned away. In this regard, we will comply with federal, state and other related laws regarding child safety. Every effort will be made to accommodate children of special needs depending on availability of staff and other resources. Your child's health and safety are our top priority and we may not have the proper qualifications within our staff to meet your child's current needs. In these situations, we will do our best to refer you to other child care centers that may be better suited for your family.

Transitions – From Home, Between Rooms

Cribs 2 Crayons strives to make your child feel as safe and comfortable as possible. We encourage any suggestions you may have to make the transition from home to here as easy as possible. Maybe your child has a favorite teddy bear or blanket? Our staff will also assist in this this transition. Maybe it's just easier to hand your child to his/her teacher, say your goodbye and leave? Please let us know what works best for your family. EHS families have the option of holding transition meetings with teachers, EHS Specialist and center administration. This would be available for EHS children transition to new rooms because of age or aging out of the program.

The director will notify families when space is available for children to move transition. Children who are ready will spend some mornings and/or afternoons with their new class. Parents will be provided with a form to give your child's new teacher to ensure that he/she knows all the needs of your child. Your child's previous teacher with also fill out a communication form with the new teacher. If parents would like to have a conference regarding transitions, please feel free to request one.

Keep in mind that Cribs 2 Crayons is still required to follow child to staff ratios. Parents will have the opportunity to meet with their child's new teacher and see their new classroom. We encourage parents to spend a little time with their children at drop off on their first full day in their new classroom. Please note that infants must be 12 months of age and walking independently before transitioning to the toddler room.

Each year, Cribs 2 Crayons will provide families information regarding Cherry Creek's Public-School Kindergarten Roundup information to support our families who have children transitions to the public-school system.

Day-To-Day Life

Arrival and Departure/ Late Pick-Up/Drop-Off

When bringing your child(ren) to the center, you are required by law to sign your child “IN” and “OUT” on ELV tablets located at the front desk. We will take your child’s temperature at drop off to ensure that your child is well enough to be in the facility. When dropping your off your, please take their personal items to their classroom and wash their hands. Your child's belongings should have their first and last name on them. Cribs 2 Crayons is NOT responsible for lost or stolen items. Parents must accompany their children to and from their classroom. Upon arrival and departure, please be sure a staff member is aware that you are dropping off or picking up. We encourage you to share how your child's morning was when dropping off. When picking up your child, please go to your child's classroom and talk with the teacher and see how your child's day was. We highly recommend that you meet and greet your child's teacher on a daily basis so that you can build a positive relationship with those working with your child(ren). Please understand that these procedures are enforced for the safety of your child and all of those in the center.

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Attendance

Cribs 2 Crayons requires full-time/ full-day attendance. It is a center requirement that if your child is absent for any reason, the parent calls the center by 10:00am or reports it in your parent app. It is especially important to report any illnesses to the center since we are regulated by Tri-County Health Department. If you do not call the center by 10:00am, a center staff member will call to ensure the safety and well-being of the family. For Early Head Start families, failure to return calls regarding absences or if the child’s attendance falls below 85%, will result in a no-contact letter being sent. This letter will request that the family respond with their intent to continue care within eight business days from the date of the letter. If a child has two consecutive months of poor attendance, the family will receive a concern letter. The parent will be instructed to contact the Child Care Partnership Specialist within eight business days of the letter date to meet regarding attendance. During this meeting, the parent will be required to review, initial and sign an Attendance Agreement. Early Head Start children must attend a minimum of 27 hours per week. If a child is scheduled to be out for an extended leave, an extended leave form must be completed. Please reach out the Director with any questions or concerns.

Late Pick-Up/ Drop-Off

Parents should be aware of opening and closing times for the center. A late pick up fee of \$1.00 per minute/per child will be assessed if you are more than 5 minutes late. This fee is due on the following business day at drop off. Please understand that we must be considerate of our staff's time as well. Weather delays and emergencies will be considered. If your child has not been picked up within 5 minutes of closing time, we will begin calling the numbers your provided on the emergency card. If we cannot reach you or anyone else, we will notify the local police department that we have an abandoned child that needs to be picked up. This call will take place 30 minutes after the center's closing time.

We encourage all children to be in the building no later than 8:00am. This way all children have a healthy breakfast and don't miss learning time. If you cannot drop off this early, we ask that all children are in the building no later than 10:00am. **If for any reason you are unable to drop your child off before 10:00am, please call so your child will be counted for lunch. We have the right to refuse service to anyone. If we send staff home because we are low in ratio, we cannot accept your child. If your child's class is on a field trip, or out of the building for any reason, your child will be assigned to another age appropriate classroom until their regular classroom returns. If the parents do not sign the child in or out, Cribs 2 Crayons Child Care will take NO responsibility and will not be liable for the child in any case. Cribs 2 Crayons reserves the right to refuse service to anyone.**

Access to the Building/Parking

Cribs 2 Crayons is a secured facility. Please use the doorbell for access. There are several parking spots located in front of the building. On Friday night parking may be a little harder to find because of the bar and dance studio. Please help us keep everyone safe by not parking illegally. There is additional parking located at the rear of the building.

Children's Personal Items

Please mark items of clothing that may become separated from your child. Gloves, coats, hats, etc. should have the family name on them for easy identification. A lost and found box is located in each classroom for your convenience. Remember as you dress your child that we have several "creative play" activities, and your child may be painting, cooking and playing outside. Every effort is made (aprons, smocks, etc.) to keep your child clean, but accidents do happen. We ask that you please bring **two** extra set of clothes (including underwear) with the child's name on it. Each child has an assigned cubbie in every room. Please check your child's cubby daily. **DO NOT** send any money, games, electronics, lip gloss, jewelry, etc with your children. **Cribs 2 Crayons is not responsible for any lost or stolen items. If you choose to unenroll your child or if you are dismissed for any reason, personal belongings will be held for 30 days. After the 30 days, your belongings are considered**

abandoned and become property of Cribs 2 Crayons or are thrown out/donated.

Meals and Snacks

Cribs 2 Crayons is a part of the Child and Adult Care Food Program. CACFP is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. Cribs 2 Crayons serves three meals a day. Breakfast from 8:30am-9:00am, lunch from 11:00am to 12:00pm, and snack between 2:30pm-3:00pm.

We at Cribs 2 Crayons support your child's health food choices by:

- Offering a healthy menu
- Gently offering children unfamiliar foods, knowing that a child may need to sample a new food ten or more times before learning to like it
- Role-modeling positive behaviors by eating fruits and vegetables in the presence of children
 - Observing and supporting hunger and fullness cues
- Providing opportunities for nutrition education for parents, children and staff. When possible, we will provide education that highlights local foods and hands-on activities such as taste tests, gardening, and cooking.
- During celebrations and holiday parties, our program will offer fruits and vegetables and other healthy foods.
 - Not using food or beverages as a reward

We at Cribs 2 Crayons are committed to our children's health and nutrition. We recognize the importance of the staff as a positive role model for the children as they learn to live healthy lives. Therefore:

- Staff will not be permitted to drink soda and sugary beverages or other unhealthy food or candy in front of the children in their care
- During functions or meetings at the center, we will only permit water, milk or 100% fruit juice to be served.

We at Cribs 2 Crayons understand the importance of providing age-appropriate food and beverages and because of this

- If a mother wishes to breast feed exclusively, the program will make every effort to provide breastmilk to the child and supplement only when breastmilk is gone and the parent has been notified of the situation.
- Staff members who are breastfeeding will be given adequate time and space to pump milk or nurse
 - We will continue supporting families who are breastfeeding beyond 12 months
- We will follow the American of Pediatrics recommendations and not serve any food or drink other than breast milk and/or iron fortified infant formula in a bottle unless

medically necessary.

- We will only serve whole milk to children younger than 2 years old and fat free 1% milk for children aged 2 years and older
- Water will be clearly visible and available to the children at all times, indoors and outdoors.

Outdoor Play

Children are given the opportunity to play outdoors twice a day. Each outside experience lasts no longer than 30 minutes. On a normal day, outside time is scheduled between 10am and 4pm. Children are not allowed to remain in the sun for more than 20 minutes at which they will be asked to play in the shade. Children will remain inside if it is below 20 degrees or above 90 degrees. They will be monitored closely by the staff to avoid any injury or discomfort. It is expected that they come to the center in proper clothing to allow them to play comfortably outside. If it is snowing or raining heavily, activities will be arranged inside. Please provide sunscreen for your child during the summer months. Health and Safety checklists are completed before outdoor play is permitted.

Resting

Children in care for more than 4 hours per day are required to have a rest period. Depending on the age of the child, nap time is anywhere between 11:30a.m.-2:00p.m. Parents are responsible to provide a fitted crib sheet and blanket for all children over the age of 1. Children will never be punished for not sleeping. Children who are unable to sleep are permitted to have a quiet activity on their cot while their friend's sleep.

Diapering and Potty Training

No routine attempt will be made to potty train toddlers under the age of 18 months per licensing requirements. Diapering procedures will be carried out in strict accordance with the local health department regulations. Should you feel your child is ready for potty training, please discuss the procedure you wish for us to follow with the Director and toddler room staff. If a child has a potty accident, they will be cleaned up and put in the extra clothing that you provide. If you do not provide extra clothing, we will put them in our extra clothes. Please bring our extra clothes back after being washed. If we do not have any appropriate extra clothing for your child, you will receive a phone call asking to bring some in or the child will have to be sent home. If a child has a bowel movement in their underwear, the underwear will be thrown in the trash. This has been recommended in Standard Precautions Training to keep the classroom as sanitary as possible.

Infant Specific Policies

Infant Feeding Practices

Cribs 2 Crayons provides the following formulas: Enfamil, Gentle Ease and Enfamil Soy. If your infant is on any other type of formula or breast milk, it is the parent's responsibility to provide. Breast milk will be stored in the classroom refrigerator. Please label the breast milk bags with your child's first and last name and a date the milk was pumped. Please bring 5 bottles per day that your infant is in care. We are unable to sanitize the bottles after each use. Once a bottle is finished, staff will wash the bottle with soap and water and return it to their cubby. Please take any used bottles home for sanitizing. Formula or breast milk that is unopened and not used the day it was prepared or received from the parent will be discarded or returned to the parent at the end of the day. This does not apply to frozen breast milk. Infant formula will be mixed in accordance with the manufacturer's labeled instructions. Expired formula will not be used. Portions of formula or breast milk unconsumed by your child after each feeding will be discarded. Bottles of formula, milk, or breast milk and other potentially hazardous liquids will not be fed over a period exceeding one hour. Bottle fed infants who are not holding their own bottle will be fed while being held by the teacher. Once a child is able to hold their own bottle will be placed in the highchair or bouncer if a highchair is not available. Cribs 2 Crayons also provides baby food and table food when your infant is ready. Infants will be placed in highchairs for these feedings.

Safe Sleep

Providing infants with a safe place to grow and learn is very important. For this reason, we have created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff, substitute staff, and volunteers at Cribs 2 Crayons follow the AAP safe sleep policy.

Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.
 - Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
 - Parents are asked to provide replacement pacifiers on a regular basis.

Sleep Environment:

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
 - Crib slats will be less than 2 3/8" apart
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight-fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
 - To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
 - Smoking will not be allowed in or near Cribs 2 Crayons.

Supervision:

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
 - A staff member will visibly check on the sleeping infants frequently.
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

Training:

- All staff, substitute staff, and volunteers at Cribs 2 Crayons will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual's file.
- All staff, substitutes, and volunteers at Cribs 2 Crayons will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

When the Policy Applies:

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep in Cribs 2 Crayons.

Communication Plan for Staff and Parents:

Parents will review this policy when they enroll their child in Cribs 2 Crayons and a copy will be provided in the parent handbook. Parents are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

Cribs 2 Crayons Breast Feeding Policy

Supportive Environment

1. We provide an atmosphere that welcomes breastfeeding families. We support mothers who continue to breastfeed their infants/children as they return and continue to work.
2. We have a private, designated space (other than the bathroom) for mothers to breastfeed their child. If a space is not available, a portable divider/partition will be made available. We welcome mothers to breastfeed in the classroom as well.
3. We maintain a breastfeeding supportive environment through posting and providing culturally appropriate breastfeeding support materials (e.g. pictures, posters, etc.), not including those produced or supplied by commercial entities and/or manufactures of infant formula.
4. We “check in” with mothers for feedback and ways to continue providing support.
5. Staff communicates the infant’s changing schedule (i.e., feeding, napping, etc.) so a mother can adjust her schedule for pumping and/or visiting to feed her infant.

Initial Contact

1. We discuss breastfeeding support with all potential new families and share this policy and breastfeeding resources with them. The policy is included in parent handbook.
2. We work with parents prior to their first day in child care to transition the infant to bottle or cup feedings.

Feeding and Handling Milk

1. Staff follows storage and handling of breast milk as defined by Colorado Department of Human Services regulations and Colorado Rules and Regulations Governing the Health and Sanitation of Child Care Facilities.
2. We discuss with all families how expressed milk is handled at our center/home.
3. Freezer space is available for milk storage.
4. Staff informs families on written procedures on the proper way to label and handle breast milk.
5. Staff coordinates with parents about the quantity of milk remaining in containers to avoid waste.
6. Staff fills bottles with less breast milk than necessary for a feeding. Staff will have additional breastmilk available to add to the bottle as needed.
7. We develop a sustainable feeding plan with each family including feeding infants on demand as we observe hunger cues and coordinating the last feeding of the day to meet the mother’s feeding needs (either to feed or await mother’s feeding).
8. Infants are fed by the same caregiver as often as possible. All caregivers hold infants when feeding them.

Staff Training

1. Staff receives training at a minimum of once a year on feeding breast milk, breastfeeding policy, and supporting exclusive breastfeeding.
2. Staff is monitored for compliance with breastfeeding policy and standards.
3. Families have the right to request information about the content of breastfeeding training for staff.

4. This policy is reviewed annually and updated to incorporate new evidence-based research and practices.

Protection from 2nd Hand Smoke

Cribs 2 Crayons cares about all children in our care. We respect every family and their choices to expose or not expose their child to cigarette and marijuana smoke. However, we ask that parents help us reduce or eliminate the presence of second-hand smoke when entering our classrooms in order to ensure healthful and safe conditions for ALL children. If you are unable to comply with this request, please feel free to wait at the front desk while a staff member retrieves your child and their belongings. For more information about reducing the exposure of second-hand smoke, please visit <https://www.colorado.gov/pacific/cdphe/secondhand-smoke>. If you are ready to quit and need assistance, please visit <https://coquitline.org/en-US/>.

Communication

For non-emergency correspondence, Cribs 2 Crayons will use the ELV system. Through ELV we are able to send emails and text messages. Please keep updated emails and phone numbers on file. In case of emergency, we will contact you by telephone. There is also a parent board located at the front desk and in each classroom. The infant room has a white board which will inform parents of diapering times and feedings.

How to reach administration/Classroom Teachers

Cribs 2 Crayons tries its best to be available to our families at all times. We ask that you refrain from speaking to your child's teacher during teaching time. Pick up is usually the best time. If you'd like to speak to your child's teacher during the day please call during nap time. Nap time is usually between 12 and 2 pm. Other than that, please feel free to speak with your child's teachers or the Director at any time. The Director can be reached via phone at 720-287-2833 or by email at cribs2crayonsdirector@gmail.com.

Parent/Teacher Conferences & Developmental Screenings

Parent/Teacher conferences will be held in October and March of every year. However, conferences can be requested at any time. Part of an Early Childhood Teacher's role is to observe the children in their care at all times. It is our job as an early childhood program to

prepare your child for their next adventure in life. Cribs 2 Crayons utilized ASQ and ASQ Social Emotional. Before conferences each family is asked to complete an ASQ questionnaire. Staff is trained to score and assess these. EHS children are required to complete two home visits and two parent/teacher conferences per year (August to July). EHS children will also receive ASQSE2 and ASQ3 screenings at least two times per year (more if there are concerns), vision and hearing screenings, and height/weight check within 45 days of enrollment. Within 90 days of enrollment, a dental screening will also be completed.

Parent Resource Library

The parent resource library is located in the lobby. Here you can find information on parenting, community events, healthcare and financial resources.

Newsletters/Parent Boards/Memos

Classroom newsletters are encouraged but at the teacher's discretion. The center sends out a newsletter via email every month. There is a whiteboard calendar in lobby as well. Parent boards are posted either inside or outside of the classrooms. This is where you will find information specific to the activities taking place in the classroom. The infant room will also have a white board that records feeding amounts/times, diaper changes, sleep patterns, and items needed. Daily sheets are available by request only. Memos about general center information or events will be sent via email through ELV or posted on the parent board at the front desk.

Positive Guidance Practices

Behavior/Developmental Referrals

Cribs 2 Crayons Child Care Center uses several sources when health or behavior concerns arise. Child Health Connection provides our program with a nurse consultant who visits our center on a monthly basis, or when needed. In addition, our nurse assists us with referrals according to the specific needs of the child. Agencies such as "Child Find" and "Aurora Mental Health" could be utilized. Sometimes we come along a child who is gifted and talented or may not be moving along with their fellow classmates. In these cases, your child's teacher will notify the Director and we will begin an observation/assessment plan along with the parents and refer if needed.

Discipline

In order to ensure the safety and well-being of all children, a disciplinary policy is enforced at the center at all times. No staff member is EVER authorized to raise their voice, use corporal

punishment or any other harsh punishment including shaking, spanking, punching, hair pulling, rough handling or any other humiliating or frightening method of discipline to control the actions of any child. Discipline is not associated with food, rest or toileting. No child is punished for toileting accidents. Food is not denied or forced upon a child as a disciplinary measure. Staff is trained to stay calm and ask for help if a child is unmanageable. Time out is not used. If a child becomes disruptive, he/she may be removed from an activity and redirected to another.

Severe Behavior

Young children can present challenging behavior as they learn to interact appropriately in an educational setting. Cribs 2 Crayons is committed to using positive guidance strategies when teaching young children how to manage their own behavior. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, some children may exhibit severe behaviors that cannot be managed within the classroom setting. Severe behavior is defined as:

- Danger to self or others. Things such as head banging, excessive biting that breaks the skin, hitting, hair pulling, using objects to inflict bodily harm.
- Disruptive behavior such as tantrums, screaming, foul language, severe or habitual non-compliance or defiance.

In these situations, parents will be contacted and a behavior report will be written. When a child is sent home for behavior, the parent has 30 minutes to have the child picked before the \$1.00 per minute/per child begins. Three behavior reports will result in suspension. Six behavior reports will result in a two-day suspension. Eight will likely result in termination. The parents will need to meet with the Director and teacher to discuss the next steps in ensuring your child's ability to thrive. In this discussion a timeline will be created. In severe cases, your child may need to be picked up and/or care may be suspended or terminated.

Accidents and Incidents

In case of a minor accident or if your child is involved in an incident, we will notify you in writing with an accident/incident report. The report will have the date, time and a brief description of what occurred. The supervising teacher, a member of management and the parent will sign the report and it will be placed in your child's file. A copy will be made available for the parent upon request. At any time if a child receives an injury to the head, minor or major, the parent will be called.

Health Practices

To be prepared for any emergency, we require that in the enrollment application you sign the authorization for emergency medical treatment. We want to be sure that nothing stands in the way of treating your child should an emergency occur. We have staff members that are

trained in CPR and First Aid. We will make every effort to contact you and the doctor you have chosen to treat your child. If we cannot reach you, we will make sure that your child receives any necessary treatment until you are contacted. Immunization records must be kept current and the state requires yearly physicals also known as General Health Appraisals for all children enrolled who are under the age of seven. For those who are over seven years of age, the required physical is once every three years. The parents are deemed to have authorized Cribs 2 Crayons Child Care to take the needed necessary action for the safety of the child, including calling 911. Parents will be informed that we called 911 before or after depending on the nature of the emergency. The safety of the child will remain a priority. Health and Safety checklists are completed in classrooms and on the playground daily.

Cleanliness

Cribs 2 Crayons gives priority to cleanliness and proper hygiene. Children are asked to wash their hands when entering the building/classroom, before and after eating, after using the bathroom and when coming in from outside and when leaving the building. Our staff cleans and disinfects the changing tables after each diaper change. All toys and equipment are properly disinfected on a daily basis. The kitchen is properly maintained and cleaned daily.

Illness and Medicine

If your child becomes ill while in our care, we may move them to an isolated area while we contact you to pick them up. The Director will determine if your child is too ill to stay at the center and the emergency numbers you have provided will be used to contact you or someone you have designated. The following are some reasons we would ask that your child(ren) be picked up:

- Fever of 100.0 or more
- 3 or more episodes of diarrhea in 1 hour
 - Trouble breathing
- Coughs that sound like a seal or barking
 - 1 or more episodes of vomiting
- Any unknown/un-diagnosed rash
 - Yellow skin/eyes
- Sore throat/trouble swallowing
 - Unusual behavior
- Cannot participate in activities

We expect your child will be healthy and free of fever. symptoms or infection for at least 48 hours before returning him/her to school. Our prime concern is the safety of your child and the rest of the children at the center. When a child is sent home, the parent has 30 minutes to pick up the child before the \$1.00 per minute late fee begins.

Medicine will be administered to your child as required. The Director and at least one other staff member are trained to administer medication. Medication is stored according to the pharmacy's instructions. We secure all medicines in a cabinet, out of reach of children, and refrigerate if necessary. Parents are required to give in writing the permission to administer

over the counter medications, as well as the doctor's written permission. Prescription medication will be given per doctor's instructions. If the medicine is a prescription, it must be in the original bottle with the child's and doctor's names on it with the prescribed dosage. State law requires we get a doctor's written consent before dispensing any over-the-counter medicines including pain relievers. Cribs 2 Crayons Child Care will not be responsible in any way if the child has an allergic reaction to any medications, prescribed or over-the-counter. Also, Cribs 2 Crayons Child Care is not responsible for the disposal of any medicines. When being informed of a contagious illness, we will post a sign in the front lobby. We can only confirm an illness with a doctor's note.

Public Health Emergencies and Pandemics

In the event of a public health emergency or pandemic such as COVID-19, Cribs 2 Crayons will follow all state and local health guidelines. If children or staff are experiencing any symptoms of a pandemic related illness, attendance will not be permitted. In the event that we must close due to an exposure, families and staff will be properly notified and all current tuition and payment agreements will still apply.

Topicals and Sunscreen

Topical creams used for prevention on unbroken skin including petroleum jelly, diaper rash cream, sunscreen, and insect repellent can be used with parent authorization. Topical creams used to treat open wounds or broken skin must have written permission from a healthcare provider in addition to parent permission. Home remedies are not permitted. Sunscreen is only to be applied with parent permission. It is the parent's responsibility to provide the center with a full spectrum UVA/UVBA with SPF or thirty or greater and will be applied according to the manufacturer's instructions. Children over 4 years of age may apply sunscreen to themselves under the direct supervision of an adult. The sunscreen must be in its original container and labeled with the child's first and last name. Sunscreen must never be applied to an infant's skin.

Communicable Diseases

When a child in care has been diagnosed with a reportable communicable illness, including, but not limited to, chicken pox, hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, giardia, tuberculosis, and shigella, Cribs 2 Crayons will notify the parents of all children enrolled at the center and report to the Colorado Department of Public Health and Environment.

Immunizations

Documentation of immunization status or exemption, including month and year each immunization was administered is required on the child's first day of attendance.

Immunizations must be updated and recorded as specified on the certificate of immunization or alternate certificate of immunization as supplied and approved by the Colorado Department of Public Health and Environment. Colorado law requires that proof of immunization be provided prior to the first day of admission. If the parent or legal guardian of a child wishes an exemption from the requirement for immunizations due to religious or medical beliefs, the child's parent or legal guardian must complete and sign the current Colorado Department of Public Health and Environment immunization card which states the reason for such an exemption. Cribs 2 Crayons may, at any time, have non-immunized or incompletely immunized children due to medical or religious beliefs. Cribs 2 Crayons has the right to refuse to admit any child if a completed current immunization card is not submitted.

Health Screenings/Medical Home

Early Head Start children are provided with a dental, hearing, and vision screening at least once per year or as needed. All families enrolled at Cribs 2 Crayons will also have the opportunity to participate in these screenings at low or no cost. During the onboarding process through Early Learning Ventures, proof of medical insurance is required. EHS children will practice oral hygiene (tooth brushing) one time daily, after a meal, and tooth brushes will be replaced by C2C at least every 90 days.

Releasing Children to Other People

We will release a child only to the parent/guardian who enrolled the child or to someone that has been specifically authorized **in the enrollment application**. If anybody other than authorized person(s) is picking up the child, the parent must call the Director to let him/her know, and an ID must be presented at the time of pick up. It is the parent's responsibility to restrict the rights of another parent or act in a manner contrary to court orders. We are bound to abide by any legal court orders and will communicate to the enrolling parent regarding any legal documentation. No one under the age of 18 is permitted to pick any child up.

Head Counts and Ratios/ Attendance Throughout the Day

Each teacher has a roster of children he/she is responsible for in his/her classroom. This roster indicates the number of children in the class. Each classroom also has a daily attendance sheet. Each teacher will count the children when going outside and when returning to the classroom to ensure that all children are accounted for. Cribs 2 Crayons adheres to state regulated child to adult ratios at all times. Cribs 2 Crayons strives to run the lowest child to teacher ratio as possible. Currently our infant and toddler ratios meet NAECY/EHS standards. We are currently working to lower the child to staff ratio in our preschool and pre-k room. Our classroom ratios are posted outside of every classroom and are as follows:

- Infants and Toddler 1: 1:4 ratio, maximum group size of 8
 - Toddler 2: 1:4 ratio, maximum group size of 12
 - Pre-School: 1:10, maximum group size of 20
 - Pre-K: 1:12, maximum group size of 24

Visitors to the Center

All visitors are required by law to sign in and out of our visitors' book at the front counter and check in with the staff/Director. All visitors are required to show identification.

Inclement Weather/Closings

We will be closed if Aurora Public Schools or Cherry Creek Public Schools declares a snow day due to poor weather conditions. We may open late or close early if the weather is expected to be hazardous, regardless of school closures. But ultimately, the final decision is up to the center.

Please check 9NEWS.com or Channel 9 News in case of any such delays.

We will post delays and closures as

Cribs 2 Crayons.

Tuition will not be refunded due to weather related closures

Lost Children

In the event that a child should become lost or missing, the Director and all available staff will conduct a full search of the building and surrounding perimeters. If necessary, we will then call the police. In this event, parents of that child will immediately be notified to come directly to the center or other specified location.

Family Behavior Expectations

Cribs 2 Crayons employs teachers with training and education in child development and early childhood education. Teachers are put through extensive interviewing and observations and are chosen because of their knowledge, patience, respectfulness, integrity, and much more.

Parents are expected to treat all Cribs 2 Crayons staff with respect. Please value our teachers and show them common courtesy. Teachers are NOT babysitters. Show respect for their position as an important part of your child's development. If you are unable to comply, you may be asked to leave and care could be terminated.

State Licensing/Child Abuse and Neglect Reporting

Cribs 2 Crayons is licensed by the State of Colorado as a large daycare center. Continuous inspections by the state, health and fire departments monitor our operations. We meet or exceed all minimum requirements for the type of care and education we provide and post our state license in the front office where it can be easily viewed. State laws are followed concerning child abuse and neglect cases. Should any of our staff suspect possible child abuse or neglect, it is our duty and obligation to file a report with the Department of Social Services with or without the consent or knowledge of the parent.

Procedure for Filing a Complaint

You may, on occasion, wish to discuss a concern or complaint. Please feel free to talk to the Director to discuss your concerns. We will make every effort to resolve any issue to your satisfaction. If you feel that your complaint has not been resolved, you may call the Social Services Department to file a complaint at the following address:

**The Colorado Department of Human Services
Office of Early Childhood, Division of Early Care and Learning
1575 Sherman St.
Denver, CO 80203
303-866-5958 or 1-800-799-5876**

Emergencies

In order to be prepared for any emergency, Crib 2 Crayons **requires 3 emergency contacts other than the parents**. This information is required and is a part of the enrollment application/process. During an emergency the Director will use the ELV tablet to inform and reunite families after an emergency. Cell phones will be used to communicate during any emergency.

The center is fully equipped with a fire alarm system. Exit routes are posted in each classroom in case of a fire. We conduct fire drills regularly. Staff and children are familiar with the building evacuation procedures.

Effective July 1st, 2015 we have been asked by the state of Colorado to revise our emergency and disaster plan to include facility evacuation, off site evacuation and shelter during weather emergencies and lock downs. Below you will find our policies and procedures during emergency situations.

Fire: Drills are conducted once per month and are recorded on record sheets provided by the Fire Department. All children and staff are to exit the building immediately and in a calm manner. All staff is trained to gather their attendance sheets, shut off the lights and close their classroom doors.

Infants will be placed in emergency cribs (5 in each crib) and rolled out the emergency exit doors and up the sidewalk along the building. The staff is trained to move them as far away from the building as possible. Toddlers 1 and 2, and preschool will exit through their emergency doors and stand against the fence furthest away from the building. Pre-K will exit through their emergency exit door and up the sidewalk along the building.

Tornadoes: Drills are conducted every 2 months and are recorded on record sheets provided by the Fire Department. All staff is trained to grab their attendance sheets, shut off the lights and close their classroom doors. All classrooms will be taken to the classroom furthest away from windows.

Infants will be placed in emergency cribs (5 in each crib) and rolled into the Toddler 1 room. Toddler 1, 2 and preschool will stay in their classroom since there are no windows. Pre-K will go into the preschool classroom.

Lock-Out: A lockout is put in place any time we are instructed by any government agency to do so. During a lock out, children will remain in their classrooms at all times. Outside time will not be permitted. Visitors will not be allowed in the building for any purposes. Parents will not be able to send anyone new to pick up their child, with or without identification.

Lock Down: Drills are conducted every 2 months and are recorded on record sheets provided by the Fire Department. All staff is trained to gather their attendance sheets, shut off the lights and close their classroom doors.

During a lock down situation, (i.e. Active shooter) we will use the same locations as we do for tornadoes.

Classrooms are instructed to stay away from doors and windows. No one will be able to come in or leave the building.

Offsite evacuation: Drills will be conducted once every 2 months and are recorded on record sheets provided by the Fire Department. All staff is trained to grab their attendance sheets, shut off the lights and close their classroom doors. **If we are required to leave the center, children and staff will be relocated to Tri-County Health located at 15192 E. Hampden Ave. Aurora, Colorado 80014. The phone number is 303-873-4400 and the contact name is MeriKay. Parents will be contacted by phone numbers listed in your ELV enrollment application so please keep these updated at all times. If we ever have to evacuate due to a flood, wild fire or mandatory evacuation, we will be directed to a location designated by emergency personnel. Staff is trained to gather all necessary items required (medications, adaptive devices and food) to keep children with special needs or disabilities safe.**

What to Bring

The following items are required and provided by the parents. **Please remember to label all items with your child's first and last name and remember to take bedding home on Friday's to be washed and return them on Monday.** Cribs 2 Crayons is not responsible for lost or stolen items. If your child is enrolled in Early Head Start, formula, diapers, and wipes will be provided by Cribs 2 Crayons during operating hours.

Infants-The Ocean

1. 3-5 bottles (The parent is responsible for bringing 3-5 bottles per day, taking them home every day for sanitizing and bringing them back the next day)
2. Formula/Breast Milk (only if infant is on something other than Enfamil, Gentle Ease or Soy) Frozen breast milk containers must have the infant's first and last name, and date.
 3. Diapers
 4. Baby Wipes
 5. 2 sets of extra clothes
6. Sleep sack (sleeveless and not a swaddling sleep sack)

Toddler 1-The Garden

1. Plastic lined (cannot be cloth), reusable, grocery bag
 2. Diapers
 3. Baby Wipes
 4. 2 Sippy Cups
5. Spray-able sunscreen (summer only)
6. 2 sets of extra clothes
7. Fitted crib sheet
8. Blanket

Toddler 2-The Zoo

1. Plastic lined (cannot be cloth), reusable, grocery bag
 2. Diapers/Pull-Ups
3. Baby Wipes and 1 package of Flushable Wipes
 4. 2 sets of extra clothes
5. Spray-able sunscreen (summer only)
6. Water bottle (summer only)
7. Fitted crib sheet
8. Blanket

Pre-School-The Farm

1. Plastic lined (cannot be cloth), reusable, grocery bag
 2. 2 sets of extra clothes including underwear
 3. Spray-able sunscreen (summer only)
 4. Water bottle (summer only)
 5. Fitted crib sheet

- 6. Blanket
 - 7. 1 package of flushable wipes
- Pre-Kindergarten-The City**
- 1. Plastic lined (cannot be cloth), reusable, grocery bag
 - 2. 2 sets of extra clothes including underwear
 - 3. Spray-able sunscreen (summer only)
 - 4. Water bottle (summer only)
 - 5. Fitted crib sheet
 - 6. Blanket
 - 7. 1 package of flushable wipes

Emergency Situation Acknowledgment

I have read the emergency procedures and agree that in case of an emergency. Cribs 2 Crayons is authorized to take any steps necessary to ensure that my child is safe and taken care of. This includes calling 911, the police or taking the child to the hospital. Cribs 2 Crayons will not be held liable for anything in such situations.

Parent Name: _____
 Signature: _____ Date: _____

Parent Handbook Acknowledgment

I have received, read and agree to all policies and procedures of Cribs 2 Crayons Parent Handbook.

Parent Name: _____
 Signature: _____ Date: _____

IMPORTANT

Attention infant parents. The following items are required as a part of our evacuation procedures. Please bring the following items in a gallon size zip-lock bag with your child's first and last name, and date of birth.

- A Diaper
- A Small number of wipes in a zip-lock bag
- A 6oz bottle (empty) with nipple if needed
- A single serving size formula packet as shown in the picture below





Welcome Pre-K (City) Parents
Welcome Preschool and Pre-K Parents

The Farm and City classroom is set to begin in August. Below is a list of items we ask that you help supply and list of required items in the classroom. If you have any questions or concerns, please feel free to speak with Mrs. Krystal.

Needed List:

Wet Wipes

Kleenex

10 Pk. of Pencils

4 pk. Glue Sticks, 1 bottle of glue, 2 Pocket Folders with fasteners to insert paper

Dry Erase Markers, 1 ream of copy paper

Please consider a \$3.00-\$5.00 donation for additional items needed throughout the school year.

Please do not buy pencils or markers (including dry erase markers) at the dollar store. They break easily, don't sharpen well and do not last long. These supplies will be shared.

Required Items for the Farm and City classroom:

Please have these items your child's 3rd day of attendance.

Pencil Sharpener

Crayola Markers and/or colored pencils

Large Eraser

1 composition or spiral notebook (College Ruled)

Spray-able Sunscreen-SUMMER ONLY (labeled with your child's name)

Water Bottle (labeled with your child's name)

Back pack or lined (inside or out) reusable shopping bag (labeled with your child's name)

2 changes of clothes including underwear (labeled with your child's name)

Fitted crib sheet (labeled with your child's name)

Blanket (labeled with your child's name)

1 package of flushable wipes

Family Photo

- These items are not shared
- Parent is responsible for taking home sheet and blanket every Friday to be washed
- Please do not bring TOYS EXCEPT on Fridays for "SHOW and TELL" (item must be theme related)

PLEASE pay attention to the parent board throughout the school year, teachers may ask for recyclables and other items on their wish list.

Please empty your child's mailbox every Friday and take their water bottles, blankets, and sheets home to wash and return them on Monday. Thank you

