

New Explorers Learning Center

~ A program of TEENS, Inc. ~

2022-2023 PARENT HANDBOOK



TEENS, Inc. is a 501(C)3 nonprofit organization with the mission to:

Support, educate and empower youth and their families to make healthy choices and thrive.

Purpose of handbook: The purpose of this handbook is to give parents / guardians / families basic information about New Explorers Learning Center. Please connect with our preschool Director Karen Campbell or Assistant Director Lisa McCoy at nelc@teensinc.org with any questions you have. Kim McLaughlin is the administrative assistant and supports both Karen and Lisa and is responsible for enrollment applications, CCAP paperwork, monthly invoicing, and all Early Learning Ventures (ELV) inquiries, including immunization records, yearly physical health examination records, and parent portal assistance. She can be reached at kim@teensinc.org, or 303-258-0390. You may also contact TEENS, Inc.'s Executive Director, Stephen LeFaiver, at stephen@teensinc.org with any questions or concerns.

Purpose of New Explorers Learning Center (NELC): to provide an environment that develops critical thinking skills, a love of learning, as well as an understanding and ability to manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and for children to build a foundation that leads to healthy decision making skills.

NELC believes children experience their greatest growth in a safe, nurturing, and stimulating environment. As such, we provide a warm, caring, comfortable and safe environment for children. We treat youth with gentleness, honesty and respect and we promote the same qualities with the children at NELC.

Mailing address:

TEENS, Inc.
c/o NELC
P.O. Box 1070
Nederland, CO. 80466
Phone: 303-258-3821

Physical address:

391 W. First St.
Nederland, CO 80466
Phone: 303-258-0390

Staff: The staff at NELC meet state requirements for licensing and have been chosen to work at NELC because of their ability to connect with children and their ability to guide their exploration, understand their needs and recognize their behaviors and achievements. NELC provides staff with opportunities to continue their higher education for professional development to ensure quality care.

Special needs children: We will enroll children in accordance with the Americans with Disabilities Act, if our program can meet their needs. We will work with Boulder Valley School District's Community Liaison in deciding if our program is an appropriate fit for your child.

English Language Learners (ELL) and Limited English Proficiency (LEP): NELC will take reasonable steps to ensure that persons with ELL and LEP have meaningful access and an equal opportunity to participate in our services, activities, and other programs. We will ensure meaningful communication with ELL and LEP families and their authorized representatives involving their child's care. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and families will be informed of the availability of such assistance free of charge.

NELC honors a child's home language and encourages home language development by having at

least one staff member in the classroom who is bilingual if there is a dominant second language in the classroom. Language assistance will also be provided through use of staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. Staff that may have direct contact with ELL and LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

Translation / interpretation services are available through TransLingua. Families and / or NELC staff may contact TransLingua or the family's preferred service provider to set up interpretation services. NELC will be responsible for payment.

TransLingua: www.translingua.com 303.442.3471

NELC Programming

It is our primary goal to cultivate positive child, staff and family relationships in an enriching environment for the young people we serve.

NELC believes children experience their world as an environment of relationships, and that these relationships affect all of their development: intellectual, social, emotional, physical, behavioral, and moral.

NELC creates and maintains a socially and emotionally respectful early learning and care environment by integrating efforts used to develop students' social and emotional skills, which are directly related to establishing healthy relationships, empathy for others, and the understanding and management of one's emotions.

At NELC:

- We will explore nature to develop a love and respect while promoting wonder.
- We will utilize field trips enabling us to build new skills, explore new areas (both more urban and more wild), and to meet new people.
- We will utilize quality materials to communicate what we know, learn, understand and wonder.
- We will work in small groups to collaborate with one another to go into greater depth on our projects and learning.
- We will encourage and create opportunities for parents to partner with NELC teachers in their child's education.
- We will evaluate our efforts and work to continuously improve.

Daily Schedule:

8:00 – 9:00	Drop off time / handwashing / kids prepare for the day
8:00 – 9:00	Free play: Centers will be open for art, dramatic play, block building and tactile experiences
9:20	Clean up time
9:30-9:55	Circle time (the length of this time will depend on the group and current attention spans)
9:55-10:00	Bathroom / handwashing

10:00-10:25	Family style or picnic snack
10:25-10:30	Clean up snack area; bathroom and handwashing
10:30	Outside play or field trip time
11:55-12:00	Clean up
12:00-12:25	Circle time
12:25-12:30	Wash Hands
12:30-12:50	Eat Lunch
12:50	Wash Hands and Clean Up ½ day children prepare for pick up; other children use bathroom and prepare for quiet / nap time
1:00	Pick up for ½ days. Younger children gather blankets and pillows in the nap area and join one teacher for stories. Pre-k children join a teacher in Pre-k zone for enrichment activities.
2:00	Pre-k children join younger children for nap
2:00	Children who are awake can come out of nap area and play with quiet manipulatives, read books, or journal, etc.
2:30 – 3:30	Outside play (weather permitting) / wash hands and snack
3:30 – 4:30	Children will have opportunities to attend special activities (art, yoga, finish jobs, writing), participate in small group games and debriefs of the day
4:30 – 5:00	Clean up and closing circle
5:00	Pick up

** Times and schedule above may change from day to day to allow program to flow with the rhythm of the students.

Enrollment

NELC serves children 2.5 through 7 years old. Enrollment is determined on a first come, first serve basis from the date that a completed online registration application is received along with the nonrefundable \$50 registration fee.

NELC uses the Early Learning Ventures (ELV) online system to handle the online enrollment application which includes all required health documents, permission given to NELC for field trips, sunscreen application, TV video/viewing, photo release, and other permissions set by the parents/guardians. We also use this mechanism for kiosk messaging and to send emails out to

parents/guardians about weather delays. We cannot stress the importance that your information be kept current since this is where your child's doctor's contact information, and your cell phone numbers and emergency contact pickup information exists. We ask that you periodically check to ensure that your information is current, and REQUIRE you to update your application information when a Parent Update request form is sent by Jane.

Enrollment Steps:

1: The first step of enrollment is for your child and a parent / guardian to meet with our Director or Assistant Director. During the meeting, the parents will be given a tour of the facility, meet our staff and be familiarized with our mission, philosophy, programs, tuition rates and policies. A parent/child practice date can be scheduled at this time.

2: The second step is to submit the all enrollment forms, including required immunization records (or signed exemption forms), statement of good health yearly physical exam and agree to policies and procedures. If you are CCAP eligible, you will meet a second time with the Director or Assistant Director to discuss specific CCAP expectations.

3: The third step, after all required registration materials are submitted, is to schedule a start date

If the days you prefer are full, you may be added to a waiting list and no fee is required. When an opening is available you will be notified and you may register your child at that time.

** If at any time during the enrollment process you wish to discuss more about NELC, we will make time to sit down and discuss any questions or concerns you may have. We encourage parents / guardians to spend the time to get to know our programs prior to enrollment.

Tuition

	1 day	2 day	3 day	4 day	5 day	Drop in
1/2 day 8:00 - 1:00		\$375	\$515	\$655	\$800	\$55
Full day 8:00 - 5:00	\$335	\$620	\$865	\$1,080	\$1,260	\$90

Parents / guardians agree to the following:

- A one-time \$50 non-refundable registration fee, for each child enrolled.
- Tuition is due by 5:30pm on the 20th of each month before the month of attendance (payment by August 20th is for September). Should the 20th fall on a weekend day, tuition is due the following school day immediately after the 20th.
- No refunds will be issued for changes to your schedule in the current month.
- If tuition and late fees are not paid by the 1st of the month of the month, the enrollment space will be opened up to the next candidate on the waiting list. If this is an issue at any time, please contact NELC's Director as soon as possible to discuss options.
- Payments that are returned by our bank will result in an additional returned check fee of \$40. This \$40 fee and tuition is due within 24 hours of notification made via e-mail.
- Included in tuition are any days that school is closed based on the annual calendar and agreements below.
- If your child is sick or absent, you can make up that day within the next 5 school days so long as space is

available. No refund will be provided for days that cannot be made up within 5 school days.

- No refund for days when NELC is closed due to inclement weather, utility failure, natural disaster or any other unforeseen circumstances.
- The NELC daily programs close at 1:00 and 5:00. Please arrive in time to gather belongings, say goodbyes, and leave the Center by the program end time. Please respect staff needs by having a prompt pick up.
- Family agrees to provide at least 30 days' notice for any reduction in enrollment. This allows time to advertise an open spot.
- For children enrolled in CCAP, the parent fee is required for days missed.

The following applies for families that pay full tuition (not included for families enrolled in CCAP)

- One time per year, tuition will be prorated for families who have a planned vacation of five to ten school days if they provide notification by the 10th of the preceding month
- Family emergencies lasting more than five school days will be evaluated on a case by case basis and a decision about a refund will be made by TEENS, Inc.'s Executive Director.
- For the months of August and December where school is closed for 4+ days tuition will be prorated (CCAP parent fees are not required for these days).

Colorado Child Care Assistance Program

NELC is committed to providing high-quality child care to all community members, regardless of economics. To this end, we have fiscal agreements with both Boulder and Gilpin County CCAP. The Director or Assistant Director will meet with you and provide details of the CCAP eligibility process, and the necessary steps to move through this 2-3 week process that outlines both our responsibility and yours. One of those is you paying your parent "co-pay" by the end of the month your child attends school. If payment is not received by the end of the month, your child may be subject to termination, as NELC is required to report non-payment of parent "co-pays" to Boulder and Gilpin County. Re-admission is at the discretion of NELC. Parent co-pay fees are for the month and are required on days your child is not in attendance. CCAP families are eligible for drop-in days when space is available. If it's an unapproved drop-in day you will have to pay the same fee that CCAP reimburses to NELC.

Drop in days

When your child is enrolled at NELC, you must select the specific days you would like your child to attend. If you would like your child to attend school on any day outside of these, it is considered a Drop-in Day and you will be charged accordingly (see Tuition Rates for prices). This option is only available if space exists on that particular day, you must check in with the director or assistant director to ensure space. Please contact us as early as possible if you need to have drop in days.

Withdrawal

Family agrees to provide at least 30 days' notice for any reduction in enrollment. This allows time to advertise an open spot. If 30 days is not received tuition will be required. NELC also retains the right to terminate child care arrangements for the following reasons and without notice:

- Failure to comply with the policies and procedures of the family handbook/agreement.
- Destructive or hurtful behavior of the child that persists after the behavior/expulsion policy is planned, established, implemented, observed, and all efforts have been exhausted with comprehensive resources and the Behavior Action Plan has not been resolved. (See page 12)
- Failure to attend school five days in a row without any communication to NELC.
- Failure to complete required forms for NELC.

- Inability to meet the child's needs without additional staff per the Behavior Action Plan.
- If parent/guardian knowingly bring their child to NELC when their child is ill. (See Health and Safety Policies and Procedures)

Steps taken to withdrawal a child

NELC staff will do all we can to keep your child enrolled at NELC. If your child is to be withdrawn NELC staff will take the following steps:

- 1) Reach out through the contact phone numbers listed in your online application.
- 2) Send an e-mail asking for contact by phone or to set up an in-person meeting.
- 3) If we do not hear from you within 24 hours we will call and e-mail stating that if we do not hear from you within 48 hours your child will be withdrawn.
- 4) If we do not hear from you in the allotted time, your child will be withdrawn and we will call and email informing you of this action.

Hours of operations and closures

NELC will operate each day that we are open from 8:00 am – 5:00 pm. All children must be dropped off by 9am. The third Tuesday of every month we will close at 4:00 for staff meetings, except for the month of August.

Inclement weather

We follow Boulder Valley School District's school closures and late starts. If BVSD is closed for a snow day we will be closed that day as well. If BVSD has a late start due to inclement weather, we will start at 10:00am instead of 8:00am. Check out www.bvdsd.org for details on inclement weather days.

In the event of an emergency closure due to inclement weather we will email you through the Early Learning Ventures system (ELV). In the event of an early closing due to inclement weather, power failures, natural disasters or unforeseen circumstances, parents/guardians will be contacted by a staff member, informed of the situation and asked to pick up their child within 2 hours. Staff will ensure the comfort and care of the children until the parent/guardian arrives.

School calendar

The school calendar is set each May for the following school year that begins July 1 – June 30. This will be sent out to families and included in enrollment packets.

Transitions

Transition from home to child care:

Preparing your child for the first day of school can be a fun and shared experience for both of you. Here are some suggestions we recommend for a successful transition:

- Visit the school during program hours in which you have enrolled your child. Please schedule this in advance with the Director.
- Visit the library as they offer a wide selection of books dealing with the first day of school. They can address some concerns your child may be having about starting school.
- Using our Daily Schedule as a guide to discuss with your child about all the fun activities which will occur during their school day. This will also boost their confidence.
- Let your child know how much fun it will be to share what each of you did during your day. • Share activities of labeling your child's clothing, blankets, and comforting 'stuffie' they might bring to school. Shopping for a new lunchbox can help your child feel very grown up.
- Please remember that for the safety and well-being of all our children, NELC does not permit the following to be brought to school: money (paper or coin), weapons of any kind, candy/gum, junk

food or soda.

- We also ask that your child does not bring outside toys to school. They often get lost or broken and can cause disruption in the classrooms. Let your child know that school will have plenty of fun toys and activities for them to enjoy.
- Please feel free to call us anytime to check with us and find out how your child is doing. We want you to have an anxiety-free day too! Please note, we may not be able to answer the phone right away because we'll be with the children, but leave a message and we'll get back to you as soon as we can.

Transition to elementary school:

At NELC, we celebrate this next big step in your child's life. As your child gets closer to moving on to Kindergarten, we encourage you to visit your local elementary school so your child can see their new classrooms and meet their teachers. We will take the time to talk about this exciting transition with the children and do some special activities to honor your child's time at NELC. We will also visit the kindergarten as a pre-k group during this time. During Spring Parent/Teacher Conferences, teachers will discuss with you what to expect and give you ideas on how to talk with your child about going to elementary school.

Sign in and sign out procedures

You must sign your child in and out each day using the computer kiosk next to the main door. Each parent or authorized pick up person **MUST** have their own security code to access the ELV system. The kiosk system allows staff to know exactly who is in the center at all times. We are required by the State to make sure that the parent/guardian checks their child in and out every day. Staff are required to take a "roll count" throughout the day to ensure that all children are signed in. Staff will check the kiosk at the end of the day to ensure that all children have been picked up and signed out properly. As part of our fiscal agreement with each CCAP County, CCAP parents are also required to sign their child in/out on a paper log each day their child attends New Explorers.

Your child will only be released to a parent, legal guardian or person appointed by parent in writing. Appointed person must be at least 18 years old. If the appointee is unknown to staff, they will be required to show a picture I.D. A staff member will remain with any child not picked up at scheduled time and will contact the parent and/or emergency contact person. If neither parent/guardian, nor emergency contact, can be contacted, NELC staff will remain with the child and contact Nederland Police Department and/or Boulder County Department of Human Services. Students will always be under NELC supervision until transferred to parent/guardian or an authorized agency.

In an emergency, the child may be released to an adult for whom the child's parent or guardian has given verbal or text authorization. If the staff member who releases the child does not know the adult, identification must be required to assure that the adult is authorized to pick up the child.

The NELC daily programs close at 1:00 and 5:00. Please arrive in time to gather belongings, say goodbyes, and leave the preschool by the program end time. Please respect staff needs by having a prompt pick up.

Cubbies

We provide each child with a cubby space. We ask that you check your child's cubby each day for soiled or wet clothing and or blankets to bring home for laundering. We also provide a letter file on top of your child's cubby. Please check this daily for important communications, and your child's art work. If you happen to be sharing a cubby with another child/family, please be mindful to make sure that you are equally sharing the space!

Clothing

During the day, your child will be involved in many activities both inside and outside. We strongly recommend that you send your child with appropriate, comfortable clothing and shoes (Please, no flip-flops, Crocs and heeled shoes as they are unsafe for running and climbing). It is very difficult to keep track of all items of clothing therefore we ask that all your child's belongings are labeled. This will help them get back to the proper owner.

If your child is toilet training, it is your responsibility to provide sufficient numbers of changes of clothing and training pants. We also ask that you provide diapers and wipes for rest time. If your child is still in diapers, it is your responsibility to provide us with a sufficient supply of diapers and wipes.

Due to frequent weather changes in Nederland, we ask that you provide a labeled sweatshirt, fleece or hoodie to keep in your child's cubby year-round. During winter, we require that your child comes to school daily with labeled: insulated jacket, snow pants, mittens/gloves, hat and boots. Plastic rain boots are insufficient as they are not insulated. We recommend that you send waterproof mittens/gloves with your child. Fleece or knit gloves are insufficient and usually result in very cold/wet hands.

Please pack warm slippers or socks during the cold months as we attempt to keep our floors dry. After playing outside our children enjoy feeling cozy inside!

Please bring an extra set of labeled seasonal appropriate clothing for your child every day. Even if they are potty trained, they could get spilled on or have an accident and will need extra clothes. Especially socks during the winter months since it's very easy to get wet from playing outside!

Nutrition

We strive to provide balanced and nutritious snacks. We believe that good nutrition is critical for the development of strong minds and bodies. We provide both morning and afternoon snacks. Our preschool stores all foods in a manner consistent with Boulder County Public Health requirements. Water is available all day for our children. Parents are required to provide a lunch from home each day. Unfortunately, we do not have room to store lunch boxes in our refrigerator. We ask that you include a coolant if needed in your child's lunch box. We do have a microwave and toaster and will heat up any foods as necessary. Please bring a water bottle with your child's name on it every day. We go on many field trips and don't always have access to sinks or water fountains.

Meal time at NELC provides many learning opportunities including: table manners, social skills and fine motor skills. We love celebrations at NELC. If you will be bringing in a treat for your child's birthday or for a special event, please check with the staff at least two days ahead of time. We also encourage celebrations that don't involve food. For instance, coming in and reading your child's favorite book, or doing a craft with the children.

A parent of a child requiring a special diet will be expected to provide NELC with their child's foods. For the safety of our children please inform the Director of any dietary restrictions. If your child has a food allergy or sensitivity, you must notify us in writing. Food allergies / sensitivities can be life threatening and each child with a food allergy / sensitivity should have an action plan for emergency care completed by the family physician. Please label food/beverages brought to the preschool with your child's name.

Supervision of children

NELC adheres to the child/staff ratios as specified by the Division of Child Care. Staff use the

Sign In/Out log, as well as, constant “head counts” for verification of where children are at all times during the day.

At closing, the staff will check the Sign In/Out log to verify that all children have been picked up. If the log indicates a parent/authorized pickup person has not signed out a child, the staff will immediately begin an extensive search of every room/area of the school building and play yard. If the child is not located, the staff will call the parent/ authorized pickup person to verify that the child has been picked up and only a failure to sign out has occurred. If the child is not with the parent/authorized person, the local police will be immediately contacted and the Division of Child Care procedures followed. This same procedure will also be followed should a child become lost during the school day.

Attendance

For your child to receive the full benefits of their preschool experience, we ask that you have your child at school on time to begin our program. We have valuable play opportunities from 8:00-9:00am for children. After 9:00 am a child is considered late. Consistently arriving late can be extremely difficult for your child and disruptive to the other children here at school. If your child is going to be late or absent, please give us a call by 9:00 am.

If your child is absent due to illness, please let us know what type of illness they have, so that if necessary, we can inform the other families. Your name and child’s name will always remain confidential.

Arrival

NELC is open Monday through Friday 8:00am-5:00pm, except for staff meeting days when we will close at 4:00. Children cannot be accepted before 8:00am, as our staff needs time to prepare for the day. To ensure the health, safety and ease of transition of all our children (regardless of their enrollment program) upon arrival at NELC, we require each parent to:

- Sign your child in at the attendance kiosk with your unique security code. Please do not share it with any other family members. This is used for recording daily attendance, supervision of our children, parental authorization for pick up, fire and other emergency evacuations. Your cooperation will help us to provide for and maintain the safety of our children while in attendance.
- Bring your child to his/her cubby and if necessary, help to put his/her belongings away.
- Take your child to the bathroom and supervise his/her handwashing. The health and well-being of our staff and children is very important to us. Studies have shown that this practice in preschools significantly reduces the spread of germs and cuts down on illness between children, families, and staff members.
- We encourage the ‘three hugs and kiss’ approach to saying good-bye to your child. As hard as this may be, you will make your child’s transition easier if you show your own confidence in their safety by departing in a timely manner.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community. We welcome your family to share its personal celebrations with all of us.

Quiet Time and Rest

Quiet Time follows lunch and occurs around 1:00 pm. During this time, the children’s personal hygiene needs are attended to and staff members assist children aged 2.5-4 years in getting settled. Stories are read in a group with their Teacher. Then, the children go to their mats to rest. Please remember to provide your child with two covers: a labeled crib sheet to cover the mat,

and a labeled blanket. Individual mats are provided for your child and these are cleaned/sanitized daily.

Rest time is between 1:00-3:00. Children are placed in open and quiet restful areas which are clearly visible to our two designated “rest time” staff members. We offer soothing music and a calm atmosphere in which to take a rest.

We do not expect that each child sleep during this time, but do offer it as a much- needed opportunity to rest as required by the Division of Child Care. Sometimes, quiet time and rest time may be flexible and dependent on the day’s activities (field trips, special programs and events) and may be extended according to the individual needs of the child.

Continuous / Quality Improvement

TEENS, Inc. puts a great emphasis on program evaluation and continuous improvement. NELC will develop a continuous improvement plan within 6 months of beginning operations that includes goals, timelines, and outcomes. We will ask for feedback and suggestions to make NELC better. We will have surveys and other opportunities to gather parent perspectives and appreciate your participation to help make NELC the best possible preschool.

Mandatory reporting

All TEENS, Inc. employees are mandated by law to support any suspected abuse or neglect to the proper authorities. Furthermore, if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger a child, to protect your child, we may request that another adult listed as an Emergency Contact pick up the child or we may call the police to prevent harm to your child. Recurring situations may result in the requirement for another person to pick up your child.

Guidance / Positive Instruction / Supporting Positive Behaviors / conflict resolution

At NELC, we believe every child has the ability and desire to be responsible for their actions and kind to one another. Under the guidance of positive adult teachers / guides, children develop an ability to cooperate and play together in a safe manner. If a conflict arises between children we will separate the children, comfort them, and speak with them about their needs going forward. With the assistance of an adult, the children will come back together and work to peacefully resolve the conflict. Our goal is to teach children to take ownership of their actions, develop empathy, and conflict resolution skills. If the challenging behavior continues, the child will be separated from the group and a parent will be contacted to pick the child up. Conferences will be requested with parents / guardians if behaviors persist and further supports are needed. Our number one goal is the physical and emotional safety of every child at the NELC.

Behavior Action Plan

Our main goal is to work towards improving challenging behavior and work with the families to ensure success for the child. At NELC our job is to protect and serve all children in our care, and if a child is exhibiting unsafe behavior that cannot be modified by the staff, the child’s parent may be asked to take the child home immediately. If there is chronic disruptive or unsafe behavior that is upsetting to the emotional or physical well-being of another child or adult the following steps may be taken.

1. Parent Teacher Meeting:

The director or assistant director may request a conference with the parent or guardian where the problem will be defined on paper and intervention strategies will be explored and agreed upon by all parties.

2. Exploring Other Strategies/Resources

If step one was not successful, parents will be asked to meet again to redefine the problem and brainstorm new solutions. Outside professionals may be brought in to provide support so NELC can continue care of the child and to help support the family.

3. Disenrolled

When the previous attempts have been followed and the child continues to exhibit unsafe or disruptive behavior, the center may make the decision to disenroll the child. We want the best learning environment for all children.

Parent engagement / communication

TEENS, Inc. will offer 4 – 6 parenting education events each year. NELC parents and guardians are strongly encouraged to attend these no cost events. Child care and food is provided. TEENS, Inc. is governed by a board of directors that are charged with overseeing the executive director, setting strategic priorities, ensuring legal compliance, and fiscal responsibility. TEENS, Inc. offers other opportunities for engagement in governance and sustainability initiatives. Current board subcommittees include: marketing, finance, fundraising and governance. Please contact TEENS, Inc.'s executive director if interested in learning more about these opportunities. NELC offers two opportunities each year for scheduled Parent/Teacher conferences. At this time, teachers will review your child's developmental progress; address any concerns and answer questions you may have regarding your child. We look forward to this opportunity to get to know your family better and field any questions or concerns you may have. At any time, parents are welcome to reach out to the director or assistant director to schedule a time to discuss NELC and / or your child's progress.

Confidentiality

All information contained in your child's file is considered confidential. This information is only available to NELC staff. Any release of information requires a Release of Information to be signed by the parent. A parent may arrange to view their file at any time.

Field trips

Field trips, both walking and driving, will be a regular part of NELC programming for potty trained and safe children. The director and assistant director will determine what children are eligible for field trips based on safe behavior. TEENS, Inc. has a fleet of twelve and fifteen passenger vans that are maintained and serviced by East Street Garage. Your child's teacher will let you know in advance when these trips are scheduled. An itinerary of the field trip will be posted with the destination, time of departure and the estimated time when the children will return to school. If a child arrives late and the group has left the school, the parent will notify a staff member of the situation and then, the child will be included in the group remaining at school. A Group Leader and another designated staff member always supervise the children while walking and will have with them the emergency contact information for each child, water and band aids. For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops can make walking difficult for your child.

Please note our van is a "Sharing Van". We only have room for 10 children and we choose children who are potty trained and have exhibited safe behavior to go on trips. We also want to ensure the trips we go on are age appropriate for the children in attendance. Not all children will get to go every time due to limited space. Parent's will be informed if they need to bring special equipment for an upcoming field trip.

In the event of an emergency or illness in which one of our children requires more than routine first aid treatment, parents (or other emergency contacts) will be contacted as well as NELC's director / assistant director and / or TEENS, Inc. staff. If necessary, trip leaders will contact 911 or transport the child to medical services. A NELC staff member will stay with the child needing medical attention and a staff member will stay with the group.

Grievance Procedure

Our objective is to create and maintain a strong partnership between our families and our preschool. On a daily basis, we strive to establish strong lines of communication between our families and staff. However, should you have any concerns, we ask that you first talk with the Director. It is the Director's responsibility to meet with all the concerned parties and attempt to mediate a successful resolution for all concerned.

If you have a concern with the NELC director, please call or contact TEENS, Inc.'s executive director, Stephen LeFaiver, at (303) 258-3821 x-17 or stephen@teensinc.org. The executive director will investigate the claims and report back to the effected parties with a resolution plan. If your concern is with TEENS, Inc.'s executive director, you are to reach out to the TEENS, Inc. board president or any board member found on our website: www.teensinc.org. The board president will investigate the claims and report back to the effected parties with a resolution plan. If you still are not satisfied, please consult:

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

Inclement and excessively hot weather

In the event the weather prevents outdoor activities, children will remain indoors. This may be due to high winds, extreme cold, excessive heat or heavy rain. Field trips may be canceled if our staff feels the weather may interfere with the safety or enjoyment of your child.

Television, computers and videos

Television, computers and videos will be utilized minimally at NELC. Videos will only be utilized for educational purposes to enhance the curriculum for no more than 20 minutes. We do not allow electronic devices such as cell phones, tablets, or other personal use items to be carried by students. Throughout the day teachers will be utilizing tablets and phones to document child development.

Transportation of children

NELC students will from time-to-time take excursions that involve walking and vehicular transportation. We ensure that Colorado State Laws are followed at all times. Only students whose parents/guardians have given permission for Field Trips in the ELV online application are permitted on excursions. In the event of van transport, no less than 2 staff members will be present in the van at all times. Roll will be taken throughout the trip and a buddy system among staff and children will be exercised. All children will use a car seat or booster seat depending on age and weight/height. Staff will ensure all seat belts are securely fastened and maintain a safe environment. Staff will carry cell phones in case of an emergency. Children are never left unattended in a vehicle.

HEALTH AND SAFETY POLICIES AND PROCEDURES

Abuse and neglect

As professionals in contact with children and their families, all TEENS, Inc. staff must act as mandatory reporters (as required by law) if we suspect any type of abuse or neglect. It is the responsibility of the staff member to notify the county of residence social services or contact

(844) CO-4-KIDS if there is any suspicion of abuse/neglect.

Procedure, including notification of parents or guardians, for handling children's illnesses, accidents, and injuries.

Your school file must have an up-to-date and complete Enrollment Application. If you are a returning family, please make sure your information is still accurate. If your child is ill or has an accident, we will make every effort to contact you or a guardian. Your child will be comforted and isolated until such time that you or a guardian can pickup your child.

In the case of an accident, an Accident Form will be completed and kept in the child file. All non-emergency or minor accidents and injuries will be treated with first aid and TLC by a trained staff member.

You are welcome to a copy of this report. We will make every effort to contact you at the time of the accident and your child will be cared for in the manner required by the accident or injury. When we feel a child is too ill to attend school in order to maintain the good health of our children within our school, we will not accept children if:

- Just began taking an antibiotic for a contagious illness within 24 hours
- Elevated temperature over 100.5 within the last 24 hours
- More than one episode of vomiting within the last 24 hours
- Acute diarrhea

Please call our school if your child is too sick to attend for the day. NELC reserves the right to determine if your child is too sick to attend school. If a child becomes ill at school parents will be called and must pick up their child within.

The nurse consultant will inform us if the child needs to stay away from school longer than the times and conditions listed above.

Drugs and smoking

NELC is a drug-free preschool! The use of illegal drugs and or smoking is prohibited in our school, our playground, or parking lot. Please do not dispose of your cigarette butts on our grounds or parking lot. UNDER NO CIRCUMSTANCES SHOULD A PARENT LEAVE ANY FORM OF MEDICATION IN THEIR CHILD'S CUBBY.

Procedure for natural disasters

In the event of fire or other disaster resulting in the need to evacuate the area, NELC will evacuate to one of the following locations: TEENS, Inc., Nederland Community Center, or Gilpin Community Center, unless provided another destination by local fire officials. Communication to parents / guardians will occur as quickly as possible. NELC holds regular fire drills to prepare the children in case of true need for evacuation.

Lost or missing child

Though unlikely, in the event of a missing or lost child, staff members immediately notify the Director or Assistant Director, who will assign one staff member as point person for the missing child. After 5 minutes of search, if the child has not been located, the Police and/or governing authorities will be contacted. If the child is lost during a field trip, staff will remain in place until otherwise advised. In either case, parents will then be contacted and be made aware of the situation.

Infection control

NELC complies with the Nurse Practice Act. In doing so, we have a yearly contract with a licensed nurse and meet with her for monthly consultations. Additionally, our nurse holds trainings for our staff and verifies that staff members designated to give medications have

completed the four-hour Department approved Medication Administration training and have current First Aid and Universal Precautions training prior to giving medication.

All illnesses should be shared with the child care staff so that they can respond appropriately in preventing transmission of illness and to best protect the community.

Immunizations

Immunizations (or exemption forms) are required before a child begins attending NELC. State regulations regarding attendance of children who are not immunized due to personal, religious or medical reasons are followed. If you chose to submit 'an in process form' you have 14 days to either have your child immunized or submit a signed immunization exemption form. On the 15th day, your child will not be able to attend NELC (and no refund will be given). Unimmunized children are excluded from attending NELC during outbreaks of vaccine preventable immunizations. All files are kept up to date, as required by the NELC Colorado child care license. No exceptions can be made.

Physicals

Routine physical examinations are required once a year, and updated annually according to the Colorado CCR 7.702.101(g) and current recommendations of the American Academy of Pediatrics. A copy of your child's physical should be received before, but must not be received later than 30 days after, your child begins the program. If you are unable to complete a physical prior to starting you must complete an "in progress" form.

Medications

Inevitably, some children will require medications while in the childcare setting. The process for handling and administering medications must be structured and carefully followed to ensure that the interests of the children and the providers are best served. When possible, a child's parents and physician should try to minimize the need for medications while in childcare.

Medicines ordered twice a day should normally be given before and after, rather than during childcare hours. Medications ordered to be given three times daily may also be planned so they are given in the morning before the child arrives for care, in the afternoon when the child returns home, and again in the evening. However, in some cases, administration of medication during childcare hours is unavoidable. Staff will administer medication only if the parent or legal guardian and doctor has provided written consent.

Medication must be in its original container and not be expired. Prescriptive medications must be in their original pharmacy label showing: the child's name, prescribing practitioner's name, telephone number of the pharmacy, date filled, expiration date of medication, name of medication, dosage, how often to give medication and the length of time to be given, reason, side effects or reactions to watch for, special instructions (CCR 7.702.62 (C2)). A parent must completely fill out our Medication Log for staff to be able to administer any medications. All medications will be stored in a child safe area.

Sunscreen

While NELC supplies a licensing approved sunscreen, please make sure to apply sunscreen to your child before arriving at school. Our staff will reapply as necessary. Please contact NELC directors if you have a preferred sunscreen.

Emergency medical procedure – outside assistance

In the event of an emergency or illness in which the child requires more than the routine first aid treatment or care, the staff will call 911 for assistance. If the medical staff determines the child should be transported to the hospital, a staff member will accompany the child. The staff member will take

the child's enrollment folder to provide additional information to the hospital staff. The staff member will remain at the hospital with the child until the parent arrives. A staff member at the school or TEENS, Inc. will call the parents to inform them of the situation.

Teacher – Child ratios

Our staff to child ratios meet or exceed the Colorado Department of Human Services - Division of Child Care licensing requirements.

Diapering

Children requiring diapers will be checked for wetness and bowel movements at least every two hours, or whenever the child indicates discomfort or exhibits behavior that suggests a soiled diaper. The child will be changed utilizing the stand-up method. Parents must provide diapers and/or training pants and wipes. Diapering procedures and standard precautions is taught to all staff to prevent cross contamination and communicable disease transmission.

Toilet training guidelines

The most important factor in making the toilet learning experience successful and as low stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Successful toilet training takes a joint effort between families and staff. We ask that families follow through with toilet training at home. No child is forced to use the toilet, but are encouraged and taken regularly by staff. Children being toilet trained will need a supply of pull ups and/or underwear and at least three changes of clothes. We suggest sweat pants or shorts over buttons, snaps, or overalls, as they will help the child gain independence in getting their pants on and off easily.

Visitors and guests

We welcome guests to our facility with the following guidelines:

- We ask that guests, including volunteers, arrange their visit with the Director prior to their arrival. This allows them to adjust the daily schedule as needed in order to minimize the interruption to the class or activities.
- Any visitor to NELC is required to show photo identification and to sign in and out on the Visitor Log located in the front hall, indicating name, address and purpose of visit. Unless the visitor has a specific reason for being at the school, they will be asked to leave. Volunteers are encouraged, but due to licensing requirements, volunteers will not be alone with any child. Any volunteer serving over 40 hours per week must submit to a Colorado Bureau of Investigation and FBI Background review.
- Parents/guardians are welcome to drop in and visit anytime with no prior arrangement necessary. Your involvement and input is very important to us.