



R-5 HIGH SCHOOL

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Welcome to District 51 R-5 High School Young Parent Program

Our staff is very excited that you and your child will be attending our program. Important items you will need to bring are as follows:

***Two extra changes of clothes, socks, shoes.**

***Blanket that can be left at YPP (it will be laundered weekly or as needed)**

***Bottles (a bottle to leave at YPP), breast milk_(if breastfeeding), pacifiers.**

*** Sunscreen**

***Diaper cream**

(All items need to be labeled with the child's name)

During colder months please the following items:

Coats, mittens, hats, blankets, shoes (must be worn by walking toddlers for outside time).

Our center will supply diapers/wipes, baby food, snacks, formula, and lunch for all children. This is funded through our Early Learning Ventures/ Head Start grant program.)

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About Us:***Center Mission:***

The Young Parent Program is based on the philosophy that children learn in an interactive, positive social emotional environment that provides developmentally appropriate activities for your child's age. We look at each child as an individual that may require different strategies for their learning style. We implement Creative Curriculum in the daily schedule of the children and utilize the Teaching Strategies Gold Assessment system so we can give your child the best learning opportunities based on his or her needs. Our program is a place where children can be comfortable with small ratios for better child school readiness outcomes. We are a fully licensed program under the laws of Colorado. All laws and regulations pertaining to the providing of licensed child care are followed. No child shall be discriminated against because of race, religion, or special needs. We also believe that you are your child's first teacher. It is our goal to establish a positive, trusting relationship with both you and your child. The staff will answer all questions you might have concerning your child. No question is unimportant, so please feel free to ask. We look forward to having you and your child in YPP this school year.

Hours of Operation:

Our program is open from 8:00 am to 2:30 pm M-TH and 8:00 am to 12:30 pm on Fridays, **only on District 51's scheduled school days.** If you may need to use Friday afternoons to complete school work, please communicate with us on Monday or Tuesday of the week you need care on a Friday after

12:30 pm, so we can provide care for your child. You can only bring your child on scheduled school days that follow R-5's school year calendar. **You must be present at school to leave your child in YPP.**

Holidays:

We are closed on all holidays that the district follows such as; Labor Day, Thanksgiving Break week, Christmas Break (two weeks), Spring Break week, Memorial Day, etc.

Admission/Registration/Records:

The center must receive, from each parent, the following information and continue to update annually or if there is a change on each child. * **All forms need to be signed by a physician and parents prior to your child's first day of attendance.**

- **Must apply for CCCAP (Child care assistance) before being enrolled in the program.**
- Date of enrollment
- The child's name, date of birth, address, names of parents/guardians, addresses, phone numbers, employment information.
- Names, addresses, and phone numbers of persons authorized to pick up your child in the case of an emergency.
- Physicians/Dentists name, address, and phone number. Hospital of choice name, address, and phone number.
- Health information, immunization records, illnesses.

- An application for our grant program, ELV, will also be filled out after enrollment into YPP. This is a requirement as they provide diapers, wipes, formulas, and snacks for our infants and toddlers.

Two home visits and conferences are required with this grant, throughout the school year. A home visit and conference are conducted in the fall and then again in the spring. Also, meeting with our child care partnership specialist will occur one time per month through face to face contact, text, phone call, and/or email.

- The center must have a written statement from a licensed physician confirming that care for the child is appropriate in the infant/toddler rooms.
- If a parent agrees that the center should care for a child in the infant room who is 18 months or older, the center must have a written statement from a licensed physician confirming that care for the child is appropriate in the infant room.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need, please provide us a copy of your child's ISFP or IEP from health or school services. Remember, you are the expert of your child and it will be important to share information, assessment, or development so we can be prepared to give your child the most optimal learning experience at YPP. Early Intervention Services will help us through any referral process to Strive

or to Child Find depending on your child's age. Screenings in five areas of development occur. The Early Intervention Colorado Program will help your child reach outcomes by working together.

Staff Qualifications:

Our staff is hired in compliance with the state requirements and qualifications as well as with our ELV grant partnership requirements. All staff must have a CDA (Child Development Associate certificate) or a degree in Early Childhood Education. Teachers also participate in an orientation class and ongoing training in the areas of child growth and development, health and safety, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. All staff must have CBI, FBI, and Trails background clearance before working at our program. All staff must be background checked with the above clearances every five years.

Ratios & Ages Accepted

- The center can accept children only for the ages in which it has been licensed for and can't exceed the number of children the center has been licensed for. We are licensed for children ages 3 weeks to 36 months. We can have a total of 7 infants and 8 toddlers, a total of 15 in the center. Our ratio for Early Learning Ventures compliance is 2:8 (two teachers, to 8 children) or 1:4 ratio with at least two qualified staff in each classroom.

- Infant room is licensed for ages 3 weeks to 1 year and 6 months. Toddler room is licensed for 12 months to 36 months. Toddlers who are 12 months and not walking will need a doctor's note to move to the toddler room. For those children who are turning 36 months a transition plan will be set in place to find care for the child.

Communication & Family Partnership

Daily Communication: Every morning a staff member will ask how your child's night and morning have been, we will ask you to write down their last bottle and how much. We will also communicate verbally about your child during our parent/baby/toddler class as well as at the end of the day.

Newsletters: Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Family Engagement Meetings: Family meetings are scheduled on a monthly basis. These occur during our YPP class (and longer during field trips). We include snacks (or lunch), drinks, and fun filled age-appropriate activities for families. These activities usually include a field trip to provide educational outings for you and your child to enjoy while also engaging with staff. Through these activities families have an opportunity to be a part of their child's learning experience.

Conferences: A conference with the parent/child will be held twice a year during R-5's conference times for all ELV accepted children and for those others who would like a conference. At this time we will go over your infant/toddler's development and address any questions or concerns that you or the

YPP staff may have. We will use Teaching Strategies Gold to provide assessments on your child to track their development in areas including social-emotional, cognitive, fine motor skills, large motor skills, etc. We also use ASQ's based on their ages to assess their development. These will be kept in the children's files.

Home Visits: Children enrolled in our ELV program, will be required two home visits per year. This is an opportunity for us to get to know your child on a personal basis in their own environment. Often, children love to show us their books, pets, toys, and it is a nice, pleasant experience for all! IF you are not comfortable with us coming to your home, the home visit can take place in a different location too. If no other option works , we can also conduct a home visit at YPP also. These visits also help us to build strong relationships with our families and help us set learning goals for your child.

Visitors:

All visitors will sign in at the front office and a staff member will bring them back to the infant/toddler rooms. They will need to sign in on the visitor sheet on the classroom wall. Only parents of infants/toddlers, staff, and district personnel are allowed in the infant/toddler rooms for safety purposes. We need to be cautious and aware of the privacy of our nursing moms in these rooms as well. For those who are not authorized on the emergency forms or in the child's file to pick a child up, will not be allowed to take the child from our center. If administration needs to be informed then the YPP staff will contact them.

Curricula & Learning

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows infants and toddlers to explore at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: social-emotional, fine motor, gross motor, creativity, self-expression, problem solving, independence. Creative Curriculum and the environment based on ITERS, ECERS, and CLASS tools are implemented on a daily basis. ASQ-SE 2 and ASQ 3 are a part of our assessment data collection to better support your child's learning style and areas that may support our teaching practices.

Curricula & Assessment

YPP uses the *Creative Curriculum and Teaching Strategies Gold* Assessment system. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources. ELV contracts provide two home

visits and two conferences per program year to support ongoing development and learning based on your child's individual needs.

Transportation/Field Trips

Written permission from a parent or guardian for any form of transportation given by the school must be on file for both mom and child. School District 51's field trip form will be used. If you are under 18 years of age a parent/guardian must sign for you. When transporting infants/toddlers on field trips with moms, car seats will be used properly and meet safety requirements and standards. The moms/infants/toddlers will be transported by YPP staff who are trained with the School District 51's Department of Transportation that hold a current certificate of completion. School District 51 vehicles will be used to transport and we all will be covered by the school district. The YPP staff must have a good driving record and have personal car insurance. In case of an emergency the school/administration will be notified, parents of moms under 18 years of age, and the local authorities. YPP staff is responsible for keeping a watch on moms/infants/toddlers while on a field trip. It is the parent of the infant toddler's responsibility for the care of their infant/toddler while on field trips. If you are not at school the day of or arrive after we have left for a field trip then you will not be allowed to attend the field trip. In order to attend field trips you have to attend school at least 80% of the month that the field trip is in.

Transitions

Your infant/toddler's transition into child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. All ELV families will receive a transition form that we will discuss and have you sign. This transition form will consist of strategies, activities, and a plan when your child ages out of ELV or if the parent is graduating soon. This plan is written out six months before your child ages out at three years old or six months before parents graduating from R-5. The staff of YPP will also work with the parent if they have not graduated yet, a few months before their child is going to age out of our program to help them in finding another childcare, preschool or head start program. Once the child is 3 years old, they can no longer attend our program.

Transition from home to YPP

Prior to your child's first day, you will have an opportunity to tour our program, meet with your child's teachers and director. Please feel free to share information and communicate any anticipated concerns.

Transition from infant to toddler room

The staff of YPP will work with the parents of infants who are getting close to turning one years old to help transition them into moving to the toddler room. We will let parents know the expectations of the toddler room. Children will need to be a year old, walking or have a doctor's note stating they

are developmentally ready for the toddler room. No bottles will be used in the toddler room. Once the child is a year old they will be eating lunch from the Lunch Lizard. They will also nap on a cot in the afternoon between 1:30-2:30. We can let the infants visit the toddler room to get them familiar with the environment.

Music/Videos

Your infant or toddler may listen to music while in our care. Music will be played in the classroom that is appropriate for infants/toddlers. It will be played quietly during nap time as well. Videos may be played during parent and infant/toddler class time for educational purposes for parents. This will not be on a regular basis, only seldom.

Celebrations

Our celebration policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community. These will be announced during parent/child class time, in the monthly newsletter, and on the ELV Kiosk parent messages.

Rest Time

Infants will nap when they show signs of being tired. Infants will be placed in their own crib to sleep without a blanket or any other objects except a pacifier to sleep. Naps will vary for individual infants each day. A snuggly body sack will be used on the infants in place of a blanket. Infants should sleep in cribs, if they fall asleep in a swing they will be moved to a crib. If your infant is six months or

older they will have to be awake for lunch time so they can be fed lunch. Staff will comfort, rock, and soothe infants to help them fall asleep. Toddlers will nap using a cot and blanket each day between 1:30 and 2:30. Staff will sit next to the toddlers on the floor to soothe and comfort them while they fall asleep. Soft music will be played and lights turned off. If a toddler doesn't sleep they are required to have quiet time on their cots. Safe Sleep training will be given at the beginning of the school year for staff and parents. All parents will read and sign the Safe Sleep policy agreement. These policies need to be followed while the child is in our care.

Diapering/Toilet Training

- **It is the parent's responsibility to make sure their child is dropped off with a clean, fresh diaper in the morning. After lunch your child needs to also have a clean, fresh diaper before you head to class.**
- When your child begins to show interest in toilet training and the parents are ready to begin the process a plan will be developed that is developmentally appropriate for the child. The parent will be responsible for starting the process of potty training at home first and then we will also help while your child is at YPP. Staff will take the toddler into the bathroom as needed to use the potty or if the child says they need to go. **Please bring extra clothing during potty training.**
- All infants/toddlers will be changed when necessary during the day or if we notice a bowel movement has occurred then they will be changed right away. They will be changed at least every hour and a half or when needed.

- Diapering/toilet training will be done using gloves.
- A supply of diapers or pull ups and wipes will be kept in cubbies with the child's name at the diapering station.
- Pull ups will be kept in the bathroom for those potty training toddlers.
- The child's, parents, and staff member's hands must be washed after each diaper change.
- The changing table/ potty seat and toilet will be disinfected after each diaper change/toileting.

Partnership with Early Learning Ventures/Early Head Start

- ELV will screen children/parents to see if they qualify for early head start.
- A health, vision, and hearing screening will be done on each child that qualifies for ELV.
- Our partnership with ELV allows us to supply diapers, wipes, and formula for all YPP children.
- We conduct developmental screenings on the children, conduct conferences, and home visits twice a year, and have a family engagement activity once a month.
- Family activities that consist of advisory committees, classroom engagement and family events.
- Staff have to be qualified through early head start and meet the requirements of a CDA.

Guidance/Expulsion Policy

General Procedure

YPP is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all

students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving, helps children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions. The steps that we use to prevent expulsion include:

-Positive or Pyramid Model Strategies (re-direction)

- Conflict resolution strategies and techniques

-Observation notes to share with family

-Action plan to support behavior

-Intervention from comprehensive/community resources

-We make every effort to prevent expulsion through these steps and at this point we would transition your child to another program that fits his/her needs.

Challenging Behavior

Children are guided to treat each other and adults with self control and kindness. Each student at YPP has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the director. Prosocial skills are very much a part of the positive guidance that is taught in our program. We will provide additional resources for our families at the front entrance and upon request. You will get learning and developmental information to support your child.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

Access to Early Childhood Consultant

We utilize Julie Mendenhall, who is currently our behavior consultant, contracting with Early Learning Ventures. R-5 also has mental health consultants on site on Wednesdays and Thursdays. Their staff files are with the school district HR.

General Guidelines for YPP Parents

- **Participate in YPP, attend the infant/toddler and parent class. Sing songs, read, make art projects, do sensory activities with your infant/toddler, go outside and attend field trips.**
- **Treat everybody with respect, consideration, and kindness.**
- **Please no cell phones during class time.**
- **Make sure your child's diaper is clean and fresh in the morning and after lunch before heading to class.**
- **Please feed your infant/toddler at lunch, clean and sanitize highchairs, tables/chairs, and the floor.**
- **Sign in/out on the tablet with the ELV Platform Kiosk that will link to CCCAP every day.**

Payment

The going rates for child care for infants 0-18 months is about \$50/day and \$41/day for toddlers 18-36 months. We do not charge parents payment, for this reason **it is a requirement to apply for CCCAP prior to attending school and provide the necessary documentation needed for financial assistance for childcare. It is also a requirement to apply for ELV once enrolled in YPP.** Funds from CCCAP and ELV are what funds our program.

Attendance & Withdrawal

Attendance

Attend school regularly and bring your child to YPP on a regular basis. Prearrange with YPP staff or call the office before 9:00 am if you are going to be late coming to school. We would like you to be at school by 8:00 am, and no later than 9:00 am for daily planning purposes. If you have an appointment, accidentally sleep in, or can't get a ride, etc please communicate with us by calling the office. You can only bring your child to YPP on days when you attend school. You can't leave the premises of the school without your child. If you are not at school when we have a scheduled field trip then you will not be allowed to go on the field trip. Attendance for the infants/toddlers will be taken before we go outside and before going back inside each time we go out to the playground to account for all children in our care. ***Child care attendance is based on first come first serve.**

Closing Due to Extreme Weather

We follow School District 51's policy on closing due to extreme weather. The office will notify you if school has a late start or is closing for the day. Early release may occur in instances of extreme weather also.

Withdrawal/Suspension

A parent will be verbally notified by administration that they can't attend school due to being withdrawn from not meeting candidacy, expulsion/suspension, at this time their child can't attend YPP.

If a child in the center is withdrawn due to candidacy or for some other reason the parent will be verbally notified by the YPP staff and administration. Some behavioral reasons for concern that could lead to being withdrawn from our program would be biting, hitting, spitting, and scratching. Our steps to the process would be verbal communication about the situation to the parent, and finding a way to help this child with a particular behavior. We would also set up a meeting with the school's registered nurse, and administration. If the behavior doesn't stop and is a harm to others in the center then administration would make the final decision to withdraw the child from our program. Parents can still attend school, but would need to find other care for their child.

****For those parents who choose to not bring in all signed paperwork or try to apply for CCCAP and ELV they will not be allowed to use the child care center until it is done.**

Drop-Off & Pick-Up

General Procedure

We open at 8:00 AM. Please do not drop-off your child prior to the opening. Parents must bring infant/toddler into YPP. Upon entrance they must check their child's diaper, wash their hands and their child's hands and sign in on the tablet and binder. We close at 2:30 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Authorization for Pick Up

The child will only be released to the parent. For emergency reasons the child will only be released to those authorized on the emergency pick up list. They will have to show a photo ID and sign out the child. If a child is not to be released to someone they will not be allowed to leave with that person. If the YPP staff needs to get administration involved then we will do so.

End of Day

At 2:30 PM each day parents/infants/toddlers will be released to leave school for the day. At this time parents will pick up, sign out infants/toddlers and gather their belongings. The YPP staff will check the entire room and outside area to make sure that no children are left in the room and make sure each child has been signed out. Staff will clean, sanitize, and get the room ready for the next day. After 2:30 PM, staff is no longer responsible for the care of the infants/toddlers. If parents choose to hang out in the building or outside waiting for a ride that is their choice. They will not have access to the infant/toddler rooms. There may be early release on certain days and on Fridays.

Personal Belongings

Storage

Upon enrollment each child will be assigned a “cubby”. Cubbies are labeled with your child’s name and photo. The cubbies are on the shelf above our counter, to keep children out of reach. Please check your child’s cubby on a daily basis for items that need to be taken home. We ask that no

medications, chapstick or other choking hazards, baggies, or items that are “keep out of reach” are in the cubbies. The children’s extra clothes and blanket will be stored in their cubby.

Toys from Home

We request that you do not allow your child to bring toys from home into the center as often children have a hard time sharing toys from home.

Nutrition

Meals/Snacks

- Our school will provide food from the School District 51’s food service program (Lunch Lizard), that will meet USDA food requirements and we will be credited with the CACFP.
- The school district will provide a healthy, nutritious lunch through the Lunch Lizard. A morning snack will be given to infants 6 months and older and toddlers around 9:30 AM. We will provide a snack such as; Gerber puffs, animal crackers, Cheerios, gram crackers, apples, cheese & crackers, fruit, yogurt and milk, juice, or water. **It is the parents responsibility to get their toddlers lunches from the Lunch Lizard and feed their child each day at 12:30 PM.**
- You can provide your infant/toddler with a lunch and snack, but it needs to be healthy and nutritious.

- If there is a certain food that you do not want your child to have you will need to supply this in writing to our staff. If your child has a food allergy then you must let us know so we can make the appropriate substitutions. If food allergies arise there may be some food items that are restricted from being served in the center.
- Infants at least 6 months of age need to be given an iron fortified infant cereal or a jar of fruit for breakfast, bottles when needed and jars of vegetables/fruits for lunch. Once they are ready for table foods they can have soft, tiny sized appropriate foods that meet USDA food requirements. Infants will be fed bottles on demand when they are hungry. **This food will be provided by the center and documented each day for our food program. It is the parent's responsibility to serve these at lunch to their infants who are 6 months and older.**
- If you have questions on certain foods that are appropriate for infants at least 6 months to toddler's age 36 months, please ask a YPP staff member or our registered nurse. The YPP staff will not let a child go hungry and will make sure if the child is on sight during school hours (for instance at lunch time), they will be given food by the parent.

Breastfeeding Policy

The Young Parent Program is committed to providing ongoing support to breastfeeding families.

- **Supportive Environment**

1. We provide an atmosphere that welcomes breastfeeding families. We support moms who continue to breastfeed their babies/children while they are at school.

2. We have a private, designated space (other than the bathroom) for moms to breastfeed their children or to express milk. We welcome moms to breastfeed in the classroom, as well.
3. In accordance with Colorado Law, we provide employees with reasonable break time to express milk. For time needed beyond usual break/lunch time, employees may work with supervisors to negotiate break times or other means of making up the time.
4. We maintain a breastfeeding supportive environment through posting and providing culturally appropriate breastfeeding support materials (pictures, posters, etc.) not including those produced or supplied by commercial entities and/or manufacturers of infant formula. We offer support from Nurse Family Partnership to our young moms.
5. We “check in” with families for feedback and ways to continue providing support.
6. Staff communicate a baby’s schedule (i.e., feeding, napping, etc.) so the mom can adjust her schedule for pumping and/or visiting to feed her baby. We will come get mom out of class when the baby is hungry so she can feed her baby.

- **Initial Contact**

We discuss breastfeeding support with all potential new families and share this policy and breastfeeding resources.

1. Staff follows storage and handling of breast milk, as defined by Colorado Department of Human Services regulation 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 program.
3. Refrigerator and freezer space is available for breast milk storage.
4. Staff informs families on written procedures about the proper way to label and handle breast milk. Families should provide their own containers, labeled with the child's name and date.
5. Staff talks with parents/guardians about the quantity of milk remaining to avoid waste.
6. We develop a sustainable feeding plan with each family, including feeding babies on demand as we observe hunger cues and coordinating the last feeding of the day to meet the mom's feeding needs (either to feed or wait for mom's feeding).
7. Babies are fed by the same caregiver as often as possible. All caregivers hold babies when feeding.
8. No formula or solid foods will be provided without first checking with the family.

- **Staff Training**

1. Staff receive training at least once a year of feeding and handling breast milk, breastfeeding policy, and supporting exclusive breastfeeding.

2. Staff is monitored for compliance with our breastfeeding policy and standards.
3. Families may request information about the content of breastfeeding training for our staff.
4. This policy is reviewed annually, updated to incorporate new evidence-based research and practices, and shared with all employees, expectant mothers, families, and visitors.

Health & Wellness

Immunizations/Health Evaluations

- All children need to provide immunization records. It is the parent's responsibility to be up to date on their child's immunizations and keep up on scheduling well child check ups for their child. If a parent chooses to not immunize their child they will need to sign a personal exemption form and have it signed by a licensed physician. If an infectious disease outbreak occurs the child that has not been immunized will not be allowed to attend care at the center until further notice according to the Colorado Immunization Section and the YPP staff has the right to not allow the child in care. For those children who are not current on immunizations the YPP staff has the right to not allow the child to return to care until all records are current.

- Children will need immunizations at 2 months, 4 months, 6 months, 9 months, 12 months, 18 months, 24 months, and 36 months of age. ****A copy of updated immunizations will be given to the center each time a child has a doctor's appointment.****
- Children will need to have regular well child-check appointments with a physician at the ages of 2 months, 4 months, 6 months, 9 months, 12 months, 18 months, 24 months, and 36 months. ****Health statements will need to be updated and signed by a physician.****

Illness:

We understand that it is difficult to leave or miss school, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. If your child becomes ill while in care, the director will send the infant/toddler to the health assistant or the registered school nurse. The health assistant or the registered nurse will make the final decision as to whether the child may remain in the center for the rest of the day or will need to go home. If the health assistant or the registered nurse is not on duty the director will make the decision as to whether or not the child stays at school or goes home. If your child exhibits any of the following symptoms we will contact the health assistant or school nurse. (This is not an all-inclusive list):

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever above 100 degrees Fahrenheit
- Diarrhea

- Vomiting
- Mouth sores caused by drooling
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions unless:
 - The child's physician signs a note stating that the child's condition is not contagious and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies.

Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the infant and toddler rooms, inside the cabinet door next to the fridges. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications must be in the original container with the proper labeling. **If a child needs medication the YPP staff will get the parents to administer the medication.** In case of an emergency and the parent is unavailable the health assistant or registered nurse will administer the medication. If the health assistant or registered nurse is not available the director will administer the medication only in case of emergency. All medications will be stored in a safe area inaccessible to children and in accordance with the storage instructions. If a physician prescribes a medication it will need to be given by the parent and have a written signed order from the physician.

Oral Hygiene

Preventative dental hygiene is practiced on a daily basis at our program while your children are in our care. We use our community resources for learning more about preventative care. Each infant/toddler will be provided with a toothbrush suitable for them. Toothpaste will also be provided. It is the parent's responsibility to brush their infant/toddlers teeth after lunch each day.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illness are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)

- Rubella Congenital & Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

Safety

Incident/Hot Weather:

It will be the responsibility of the staff members of YPP to protect children from the elements of the weather while children are in attendance. It is the parents responsibility to provide adequate clothing in accordance with the weather. The center will have written authorization to apply sunscreen from their physician. It is the parents responsibility to provide sunscreen.

Fire Safety/Emergencies

Each staff member in the center is training in fire safety and local fire department procedures. Fire drills/Shelter in Place/LockDowns/Tornado drills will be practiced throughout the school year. It is a requirement of State Laws that all child care centers have yearly building, fire alarm equipment, and fire safety checks, and all emergency telephone numbers are posted by the phone in the infant/toddler rooms. If a child becomes lost while in care we will alert administration/staff, parents, and local authorities.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (eg., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Parents will be notified without using names and we will work together with the families of each to keep them informed and to develop strategies for change.

Active Supervision at YPP

YPP maintains health & safety standards at a high level to keep our families safe. Each classroom implements a head count at various times of the day upon arrival, during transitions to another area of the program, inside and outside. Active supervision means looking and listening, and remaining in close proximity to the children. It is imperative that our families also practice active supervision upon arrival and departure in the parking lot.

Suspected Child Abuse/How to Report

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated, and to work with the family to ensure the child's needs are being met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. To report suspected child abuse and neglect contact Child Welfare's phone number at (970)-242-1211 or call local law enforcement in emergencies.

Filing a Child Care Complaint

If at any time a parent is dissatisfied or concerned with anything taking place in their child's care, it is requested that you inform the director or principal immediately. All complaints and concerns will be looked into and resolved to satisfy all involved.

If a complaint needs to be made regarding child care you can file with a letter to:

The Colorado Department of Human Services
The Division of Child Care
1575 Sherman Street
Denver, CO. 80203-1714

Family Handbook Acknowledgement

Please sign this acknowledgment, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **YPP Family Handbook**, and I have reviewed the family handbook with a member of the **YPP** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure, or information contained in the **YPP Family Handbook** that I do not understand.

Recipient Signature

Date

Director Signature

Date

