

# Family Handbook



Children's Center

The Denver Athletic Club  
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Updated: September 14, 2018

## Contact Information

|   |   |
|---|---|
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**Infant I** – 6 weeks – 18 months  
**Phone – (720) 931-6724**

**Pre-School I** – 2.5 years – 4 years  
**Phone – (720) 931-6722**

**Infant II** – 6 weeks – 18 months  
**Phone – (720) 931-6779**

**Pre-School II** – 4 years – pre-k  
**Phone – (720) 931-6701**

**Toddler I** – 12 months – 24 months  
**Phone – (720) 931-6815**

**Drop-Off** – 6 weeks – 12 years  
**Phone – (720) 931-6131**

**Toddler II** – 12 months – 24 months  
**Phone – (720) 931-6723**

**Camp** – 5 years – 12 years  
**Phone – (720) 931-6721**

**Toddler III** – 20 months – 3 years  
**Phone – (720) 931-6710**



Dear DAC Families,

Welcome! I am happy to have you as a part of our DAC Children's Center family. The DAC Children's Center has been happily caring for our Member's children for many years. We're proud to offer one of downtown Denver's highest-quality educational programs for infants, toddlers, and preschool children. We're honored that you have chosen us for your child's care and you can be confident that we will live up to your expectations.

Much more than just daycare, our program provides a rich, nurturing environment for your child's cognitive, social, emotional, and physical growth. Our curriculum is *The Creative Curriculum for Infants, Toddlers, and Twos* and *The Creative Curriculum for Preschool*. This resource enables us to utilize a systemic approach to learning based on 38 objectives for development and learning, which are fully aligned with the School Readiness Goals for Infants and Toddlers in Head Start and early learning standards identified in Colorado's Early Learning and Developmental Guidelines.

Here's how we use this resource:

- Teachers and caregivers implement developmentally appropriate practices and offer responsive daily routines and meaningful experiences that nurture learning and development.
- We believe in daily opportunities for teachers and caregivers to use assessment information to individualize routines and experiences for young children.
- We provide built-in guidance for building the kind of meaningful partnerships with families that are an essential factor in how infants, toddlers and twos experience our program and how much they gain from it.
- The system offers complete support in classrooms where children are learning two languages

We are fortunate to be located in an athletic club. This unique environment offers us the opportunity to create experiences that enhance large motor development. The full size gymnasium, swimming pool, and inside and outside play areas are all utilized by The Children's Center.

Our Early Childhood Enrichment Committee meets the second Wednesday of every month at 4:30. This is our parent group and the place for your voice to be heard. Important issues concerning The Children's Center are discussed at these meetings. We welcome your attendance and participation.

Please take a few minutes to review and become familiar with the following information. I suggest that you keep this handbook as a reference for the future and remind you to complete and return the Handbook Acknowledgment Form (sent to you as a second document).

We are looking forward to getting to know you and your child. If you have any questions, please feel free to contact any member of the Leadership Team. Thank you for entrusting your child to our care. It is a privilege to be part of your lives.

Best,

The DAC Children's Center Leadership Team



# Mission Statement

## I. Mission and Vision

To empower children with skills and abilities to participate responsibly in this world. The DAC Children's Center staff believes that we can raise responsible young people in partnership with parents and families. Our mission and vision comes to life as we implement the following best practices.

- **Caregiver/Teacher – Child relationships** are positive because these relationships lay an important foundation for child development.
- **Social-emotional competence** is both modeled and taught as caregivers/teachers and children take ownership of these skills to increase success.
- **Classroom and outdoor environments** are areas for adults to respond to children's interests, to promote purposeful play, and to learn.
- **Caregiver / Teacher – family partnerships** are critical in raising responsible children.

## II. Core Values

We work to bring these values to life through responsive teaching, caregiving, planning and differentiation

- Understand **early childhood and development** as a critical phase of life.
- Appreciate the **bond** between a child and family
- Respond to children's **needs** based on environment, culture, family, and community
- Respect the **dignity** of every individual (child, family member, and colleague)
- Honor **diversity** of every individual (child, family member, and colleague)
- Establish **trusting relationships** as the base for all success

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# WELCOME TO THE CHILDREN'S CENTER

## HOURS OF OPERATION

Children's Center and School Age Camp:  
Monday – Friday, 7:00AM – 6:00PM

Drop-Off care is also available:  
Monday – Friday, 8:30AM – 7:00PM  
Saturday, 8:00AM – 1:00PM

We observe most National Holidays and Teacher Training Days – please see our School Calendar for further reference. This calendar is e-mailed to all families annually (usually in early fall) and always available on The DAC website.

## LICENSING

Our full-time child care is fully compliant with all regulations as outlined by the state of Colorado for large child care centers. Together we cooperate with health, fire, licensing and building agencies to ensure safety in environment as well as operation of the center.

## STAFF

Our teachers and caregivers have competed in a competitive selection process and have become members of The DAC Children's Center team because of their demonstration of passionate dedication to the growth and development of young children. Additionally, all staff is subject to a comprehensive background check completed through the Colorado Background Investigation Unit, Criminal Background Check, as well as the "Trails" database managed by the Colorado Department of Human Services.

## ENROLLMENT

Enrollment is accepted year round depending on availability. **You must be a current DAC Member with a family membership to enroll in The Children's Center.** You only need a social membership to be on the waitlist, but you will be required to upgrade to a family membership when your child enrolls. At the time of enrollment, an agreement is signed that establishes days of attendance and the cost. **All enrollment forms are due before** your child may attend. Enrollment forms include, but are not limited to, Enrollment Agreement, Authorized Pick-Up, Emergency Contact Information, Health Screening, and Immunization Information, and Acknowledgement of reading this Family Handbook. While all forms will be updated yearly, please be sure to update any parent, emergency or critical information as needed. This would include address, home, work and cell phone numbers, email addresses (for parents or emergency contacts), any changes in your child's medical information, and changes of individuals authorized to pick up your child.



## **CUSTODY AND VISITATION POLICY**

Should it be applicable, please review your custody and visitation rights with the Director. Complete all sections of the enrollment form; including information about your child's other parent/guardian. Incomplete enrollment forms do not deny access rights for the other parent/guardian. In the case of a divorce or custody agreement, legal paperwork submitted as part of the child's file dictates child-access rights for non-custodial parents/guardians. Please keep all information current.

## **FEES AND TUITION POLICY**

Tuition is based on the number of days that your child is enrolled. Please see the rate information below. Tuition is assessed by the number of Fridays in each month and is billed one month in advance to your DAC account. Please remember that tuition rates are constant and will not be adjusted due to illness, vacation or school closures including holidays, teacher training days or weather days. Families who have two or more children enrolled will receive a 10% discount applied to the oldest child's tuition. Additionally, please be aware that tuition rates are subject to change. Should a change in tuition rates occur, families will be made aware in advance.

| <b>Weekly Tuition Rates</b> |       |
|-----------------------------|-------|
| Infant 1 & 2                | \$380 |
| Toddler 1 & 2               | \$380 |
| Toddler 3                   | \$351 |
| Preschool                   | \$279 |

These rates only apply to those new families who commence enrollment on September 1, 2017 or later.

## **ARRIVAL TIME**

All children should be dropped off before 11:00AM. Our morning learning and activity times are critical to the rich experience we value for our children at The DAC. It is critical for The Children's Center Leadership to know the enrollment by this time each day to make important staffing decisions and determine the quantity of lunch that is necessary for each classroom.

## **VACATION AND SICK DAYS**

Tuition is based on the number of days that your child is enrolled. There will be no credit issued for a child that is out due to illness or vacation. If your child is going to be out for either vacation or illness, please notify your child's teacher and/or The Center Director as soon as possible.

## **HOLIDAYS**

The Children's Center is closed for most national holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Eve and Christmas Day. Please refer to the School Calendar for reference.

## **TEACHER TRAINING DAYS**

The Children's Center will be closed between 4 and 6 days per year to allocate important time for our teachers to reflect and participate in professional development. The professional development includes a variety of topics from child health, curriculum implementation, safety policies, as well as coaching from professionals in the Early Childhood Education Community. Please refer to the School Calendar for reference.

## **WEATHER DAYS**

Our Center will remain open whenever possible during normal operating hours on a regularly scheduled day. However, there may be times when it will become necessary to close The Center due to extreme weather conditions. The safety of the children and staff will be our primary consideration in keeping The Center open or closing early. We will follow the snow closure days for Denver Public Schools. Closing information will be on the front page of The DAC website and you will be notified at your contact email address. The DAC Leadership Team will make a decision when DPS schools are not in session. If you have any questions as to whether we will be closed or not, please contact the Director. If The Center has to close early, our goal is to provide ample notice, but sometimes deteriorating conditions will prevent this. **Please ensure the contact information we have on file for you is kept up-to-date at all times.**

## **WITHDRAWAL POLICY**

In the event that your child should have to end enrollment in The Children's Center, we require 30 days advance notice given to The Children's Center Director. (Even if you are terminating your entire DAC Membership, you **must** contact The Children's Center Director as well. Similarly, The Children Center is not involved in terminating DAC Memberships.) The advance notice is necessary for billing and future enrollment purposes and is observed regardless of the motive for ending enrollment, including graduation from Preschool.

## **TRANSITION POLICIES**

As we know too well, our littlest Members grow up too fast! During your family's time at The Children's Center, your child will transition from one learning environment to another. As we watch the critical growth and development of all children, we also work hard to support transitions from room to room. We believe that the decision to transition is based on a number of factors. It helps to recognize that even adults are uncomfortable with change. Because a transition can be stressful we make every effort to send children off in a positive way into the welcoming arms of their new classroom community. A transition is never dictated by age only;

however there are age ranges we will share to offer an idea of when you might expect changes to occur.

| <b>Room</b>                   | <b>Infant 1</b> | <b>Infant 2</b> | <b>Toddler 1</b> | <b>Toddler 2</b> | <b>Toddler 3</b> | <b>Preschool 1</b> | <b>Preschool 2</b> |
|-------------------------------|-----------------|-----------------|------------------|------------------|------------------|--------------------|--------------------|
| <b>Typical youngest child</b> | 6 weeks         | 7 months        | 12 months        | 18 months        | 24 months        | 3 years            | 4 years            |
| <b>Typical eldest child</b>   | 7 months        | 13 months       | 18 months        | 24 months        | 36 months        | 4 years            | 5 years            |

Factors that we consider to determine child transition:

**Physical development**

- We consider mobility as we cater to mobile and non-mobile infants, toddlers that walk and toddlers that crawl

**Social-emotional and cognitive development**

- What kind of flexibility do children demonstrate with routine
- Adult-child relationships

**Language / Literacy / Math**

- Transitions from Toddler 3 through Preschool 2 are more academically focused including language, literacy, and math considerations. The teaching teams from these rooms are aligned to support children’s readiness for transition planning.

**HOW THE TRANSITION WORKS**

1. When a child is ready to transition, families are notified one month in advance. The Leadership Team and families select a transition date that is most suitable for the individual child.
2. The teaching staff from the child’s current classroom community begins to support the child in growing up.
  - a. Teachers update the child’s portfolio with recent achievements specific to the child’s readiness for transition.
3. The teachers from the future classroom meet with the current teachers to discuss the individualization of the transition.
  - a. Current teachers provide a bio sheet along with the portfolio to help the new teachers to know the new child better.
4. Parents can meet with the new teachers prior to the transition. They will receive a transition packet that includes teacher bios, description of routines and norms for the classroom, extra-curricular activities in that classroom and current lesson plans that detail the learning experiences.
5. Families are welcome to observe the new classroom prior to the transition as well.
6. Week one of the transition schedule will begin once the above is completed. In the first week, parents will drop off in the current room. Prior to morning snack, the child will move to the new room. The new classroom staff and children will offer a warm

welcoming ceremony. (We find it most successful if a familiar person takes the child to the new room; but not the current teacher.) The child will spend the morning and lunch with the new classroom community and return to the current room for nap and the afternoon.

7. During the first week of the transition, the child's new teachers will update the family on how the transition is going through the Kid Reports app. The child's current teachers will also receive an update when the child comes back to the classroom, so they can verbally give a progress report at pick-up. Families are always welcome to contact the Leadership Team or their child's new classroom directly at any time during the transition.
8. If week one is successful, week two allows for the full transition to take place into the new classroom community. Communication regarding the transition will continue through the Kid Reports app and at pick-up time. Again, families can contact a member of the Leadership Team if they have any additional questions or any concerns.

## **POSITIVE BEHAVIOR SUPPORT PLAN**

We use positive strategies that strengthen the self-esteem of children. Our teachers seek to model self-regulation techniques and provide children opportunities to safely explore difficult feelings like frustration, anger, sadness. One of our previous Quality Improvement Plan initiatives was to empower teachers to further enhance the social-emotional development of our children. This continues to be an ongoing goal, so many of our staff has completed The Love and Logic Model, Pyramid Plus and/or FLIP-IT. All of these trainings have a similar approach of offering reasonable choices for children and teaching adults to set limits in an effort to raise responsible kids. To receive additional information on any of these models or the strategies that we employ, please feel free to reach out to classroom teachers or a member of the Leadership Team.

## **EARLY INTERVENTION**

The growth and development of all children occurs on a spectrum and at each individual child's timeline. Our mission and vision seek to promote this development through responsive teaching. At times, children benefit from additional services that are otherwise outside of the scope of our capabilities. Teachers and staff respond to the dynamic needs of each classroom through a planning process that seeks to accommodate differing levels of development. Should the initial accommodations prove not to be adequate for a child a **Response To Intervention** process is initialized.

- Teachers or families request collaboration from a member of the Leadership Team.
  - A member of the Leadership collects observational data of the child in his/her learning environment.
  - Teachers and/or families provide anecdotal notes in an effort to understand all strategies that have been implemented to better serve the child.
- More detailed accommodations are planned, implemented and tracked for success.
- The teaching staff and Leadership Team collaborate to measure the success of accommodations. Should the provided accommodations not demonstrate improvement; the intervention moves forward.

- A formal conference is planned with family. The observational data, strategies applied, and response are shared with the family. The Children’s Center makes a recommendation that the family initialize an additional intervention from an outside party. (It is important to recognize that this process is successful when all stakeholders are aligned and understand that the measures applied are an effort to better serve the child.) We are committed to sensitivity and transparency. Families are welcome to conduct their own observations of children in the learning environment at The Children’s Center at any time.
- After the observation of our partner organizations is complete and additional services are identified, The Children’s Center cooperates with service providers; usually the additional services are provided at The Center. This offers teachers an opportunity to reinforce the strategies and approaches from our professional partners.

|                          |  |   |  |
|--------------------------|--|---|--|
| <b>Organization</b>      | Rocky Mountain Human Services (Birth - 5yrs) | Early Childhood Mental Health Specialists | Talking Together Inc.  |
| <b>Contact</b>           | Beth Scully (303) 247-8423                   | Jordana Ash (303) 866-6361                | Marla Moore (303) 917-6747   |
| <b>Services provided</b> | <a href="#">RMHS</a>                         | <a href="#">ECMHS</a>                     | <a href="http://www.talkingtogetherinc.com">www.talkingtogetherinc.com</a> |

For a detailed list of service providers see the Resources Section at the end of this handbook. These are some of steps are taken prior to the suspension, expulsion or request to parents or guardians to withdraw a child from care due to concerns about the child’s behavioral issues. We evaluate each instance on a case-by-case basis, as there is no “one size fits all” solution.

## Communication

### COMMUNICATION POLICES

We are committed to demonstrating the importance of our role in your child’s life through frequent and meaningful communication. We have a number of tools that capture this commitment. We foster an open-door policy at The Children’s Center and highly value the feedback we receive from families regarding children’s experiences. Classroom staff can be available for quick communication at the time of pick-up and drop-off. If there is need for a more lengthy conversation, please let us know and we will set aside time for all stakeholders to collaborate. Because the staff plays an active role in the decision making process at The Children’s Center, we encourage parents to speak directly with caregivers and teachers; however any of the Leadership Team can be available for any questions or concerns as well. Many times, direct access with the Leadership Team can occur more quickly than a parent-teacher conference.

## DAILY COMMUNICATION



The Center uses an app called [\*Kid Reports\*](#) to capture routine experiences including nutrition updates, nap, diapering and toileting, mood, photos, and descriptions of activities throughout the day.

- The Leadership Team at The Children’s Center will set up your account. In the days before your child begins at The Children’s Center, be on the lookout for a Welcome Letter email from Kid Reports. You’ll have access to the system and a temporary password.
- After receiving the Welcome Letter, you can set your account to your liking: real time information OR use the default setting to receive the daily report at the time of sign out. You can update these settings whenever you want.
- Kid Reports is available on both Apple and Android platforms.

If you are not receiving a daily report at the end of the day or the information you want throughout the day, please let a member of the Leadership Team know. We will then look into the problem and work with you to ensure that you are receiving all the information you want when you want it.

## HOME LANGUAGE

The Children’s Center is committed to celebrating diversity in a number of ways. We make every effort to implement inclusive policies of different backgrounds, culture and language. Should a family speak a language other than English at home; The DAC Children’s Center will provide interpreters, when necessary, for conferences, transition meetings, and any other suitable circumstance. The Creative Curriculum offers teaching cards as well as read aloud texts in both English and Spanish. Many of our staff is bilingual in English and Spanish. In the event that the staff is able, our second read aloud and circle time are offered in Spanish.

## PARENT-TEACHER CONFERENCES

We offer two (2) conference sessions per calendar year for families to formally meet with teachers and caregivers to hear the exciting news of your child’s progress. These meetings act as a snapshot of child development and can be one of the greatest experiences for our teachers. Of course, parent-teacher conferences are available upon schedule request at any time.

### TYPICAL CONFERENCE AGENDA

- 📖Developmental assessment data and how teachers are implementing the results to create experiences that are developmentally appropriate
- 📷Photographs and narratives of the learning experiences as outlined through our curriculum resource

📌 Set the goals. Conferences are the critical moment for us to celebrate in the learning and also a time for us to focus on how we can collaborate to achieve success  
🌀 A time for you to share feedback with teachers, ask questions, and partner with us

## Health and Safety

### ABUSE

All Children's Center staff is mandatory reporters of child abuse and neglect, meaning we are required, by law, to report suspected incidents of child abuse and neglect. Such reports are made to the Denver Department of Human Services, (720) 944-3000. Mandatory reporters are not required nor encouraged to *investigate* the legitimacy of a suspected incident. Reports include, but are not limited to: physical abuse, neglect, sexual abuse, and any other behavior or action that threatens the health and welfare of a child.

Anyone can report suspected incidents of abuse or neglect. Full contact information for the Denver Department of Human Services is as follows:

Denver Department of Human Services  
1575 Sherman Street  
Denver, CO 80203  
(720) 944-3000 or toll-free 1-800-799-5876

The statewide Colorado Child Abuse and Neglect hotline is:  
1-844-CO-4-KIDS (or 1-844-264-5437)

### HAND WASHING

Frequent hand washing with soap and water is the best prevention of the spread of disease and bacteria. Children and adults will wash hands upon entering the classroom, before preparing or eating food, before and after sensory play, and after toileting, among other times. Please help us to promote health and wellness by escorting your child to the handwashing area when you arrive each and every day. Don't just wash their hands, wash yours, too!

### TOY DISINFECTIONS

All of our toys are cleaned and disinfected on a regular basis, but in our younger classrooms, some toys need more frequent TLC. When toys have been given too much "love" (i.e. saliva), we remove the toy from circulation and put it in a bin that is designated for cleaning each evening. This helps keep everyone healthier. If you are ever in your child's room and witness a toy receiving too much "love", please feel free to help us by asking your child's teacher where the bin is located. Together, we can keep our Center a cleaner and healthier place.

## LAUNDRY

The Center is responsible for laundering sheets once a week or when damp or wet. Parents are responsible for washing wet and soiled clothing and blankets. We will put these in a marked plastic bag when you pick up your child. Parents are also responsible for washing nap blankets, swim suits, etc. on a regular basis. This is another way to help keep our Center a clean and healthy place.

## SAFE SLEEP

Infants at The Children's Center enjoy an independent nap schedule as well as their own crib. Significant changes have been implemented to ensure Infant Safe Sleep policies are followed in all licensed child care facilities in the state of Colorado. Please remember that the rationale that informs our policies seeks to reduce risk of Sudden Infant Death Syndrome (SIDS) and that as a licensed child care facility, we are obligated to follow state rules and regulations **at all times**.

### SAFE SLEEP ENVIRONMENT

- All cribs are in compliance with the Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
- Soft bedding or materials that could pose a suffocation hazard are not allowed. This includes blankets, bumper pads, and toys of any kind, additional bedding or blankets of any kind.
- We provide all allowable bedding, which is limited to one fitted sheet.
- The sleep environments are completely free of any hanging toys or mobiles from either the crib or the ceiling.
- Infants who fall asleep in a swing, car seat or carrier, or similar product will be moved to the crib to ensure safety.
- To aid an infant's transition from home to child care, we suggest introducing the crib or bassinet as familiar sleep environment at home prior to enrollment.
- The room temperature will be maintained at a level that is comfortable for a lightly clothed adult.
- Music playing devices are permitted, however, they must be placed a minimum of three feet from the crib / sleeping environment.
- Infants will always be placed on their backs for nap time. Alternative sleep positions and / or swaddling for infants are allowed only with a written health care plan signed by a physician, clinician, or practitioner. Any devices used for positioning infants during sleep are not allowed.
  - Swaddle form (see Safe Sleep Documents Appendix A)
  - Alternate Sleep Position form (see Safe Sleep Documents Appendix B)
- Caregivers will ensure that infants are placed in approved sleeping equipment wearing comfortable clothing free of garments with ties, hoods, bibs, and necklaces. Clothing sacks or wearable blankets designed for sleep (with the arms free to move) may be used if needed for additional warmth. Any sleep sack that covers all of the infants arms and hands are not permitted.



- Infants will be offered an approved pacifier when being put down for nap unless the parent directs otherwise through completion of a signed waiver (see Safe Sleep Documents Appendix C) indicating that the child shall NOT be given a pacifier. Approved pacifiers may not include any toy attachment or device that clips to the child's clothing. If the pacifier falls out during nap, the infant will not be forced to take it again.

If The Children's Center (or any other licensed child care center) is found to be in violation of the Safe Sleep policies, all families in the infant rooms will be notified by The Division of Early Care and Learning.

All teachers (including floaters) working in the infant rooms are required to take an online Safe Sleep training and to renew this training annually.

## **SHOES IN THE INFANT ROOMS**

Infants spend a lot of time exploring their environment. This means that they spend a lot of time crawling on the floor. Since this is where they spend the majority of their day, all parents and visitors to the Infant Rooms are required to remove their shoes or place the provided plastic booties over their shoes upon entry. This will ensure a cleaner environment for your infant. This policy also applies to all Children's Center and DAC staff (though some infant teachers may have a pair of classroom only shoes).

## **MEDICAL RECORDS AND VACCINATIONS**

According to the American Academy of Pediatrics, regular screening for vision, hearing, and oral health, in addition to regular well-check visits, help to inform parents and guardians to ensure optimal development. Colorado has resources available for vision and hearing screening. Stay [on track](#) and be informed! [Early Intervention Colorado](#) offers support for families who may have developmental concerns. See the Resources Section at the end of this Handbook for organizations, programs, and services to seek referrals for any developmental concerns.

Health Appraisal Form (0-2 years)

Health Appraisal Form (2-12 years)

Vision Screen

Hearing Screen

We follow state licensing regulations regarding medical examination and immunization records for your child. We require documented proof of insurance, and regularly updated proof of vision, hearing, dental, and medical information and screening. In the interest of your child's health (and that of all the children at our Center), you must submit your child's current medical and immunization records prior to enrollment. These records must be updated in accordance with state law.

As of March 1, 2016, as a condition of enrollment in The Children's Center or an affiliate program, such a school-age camp, is that the child's parent or guardian must provide a completed

certificate of immunization as evidence that the child is up to date with all immunizations recommended by The Center for Disease Control’s Advisory Committee on Immunization Practices. Exceptions to this policy are as follows:

- A child may be in-process of receiving all recommended immunizations. In-process is defined as no more than two weeks past due, based on a child’s birthdate, and must include a letter from the child’s health care provider outlining a plan to comply with the policy.
- A child may submit a **medical** exemption form as provided by the Colorado Department of Public Health and Environment and signed by the child’s health care provider.
- A child enrolled in The Children’s Center prior to enactment of this policy is allowed to be grandfathered in by submitting a non-medical exemption; and the child’s parent or guardian is encouraged to consult with the child’s health care provider to comply with this policy.
- A child attending The Children’s Center Drop-Off Program who is **not enrolled** in The Children’s Center is considered exempt from this policy.

|   |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|
| <b>Schedule of Documentation for Health Records</b> |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|

|             |             |             |             |              |              |              |              |              |              |
|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 2<br>months | 4<br>months | 6<br>months | 9<br>months | 12<br>months | 15<br>months | 18<br>months | 24<br>months | 36<br>months | 48<br>months |
|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|

**MEDICATION POLICY**

Due to Social Services regulations, a written statement from the physician and the parent is required before any medication can be administered to your child; this includes any over-the-counter medication. (This Medication Authorization form is available in our portion of The DAC website.) Medication must be kept in the original container indicating your child’s name, name of the medication, date filled, and directions for dosage. When having a prescription filled by your pharmacy, ask if medication can be divided into two containers so that a supply can be kept at home and also at The Center. The supply that is kept at The Center must be in the original container. Parents will receive daily communications regarding any medication administered to your child which will include the time and amount administered. Medications brought to The Center must be given to the lead teacher or the Director for proper storage. All medications (Tylenol, Advil, prescription, etc.) need to be in a clear plastic bag with your child’s name on it. It will be kept out of reach of the children. No medicine (including diaper cream, lip balm, etc.) may be stored in your child’s cubby or diaper bag. Please let your teacher know if you have any medication that needs to be stored. Please inform the teachers or Director of any allergies or special needs that your child may have, whether related to the medication or in general.

Recently, we have received updated health appraisals from pediatricians that include the proper dosage of Tylenol. Please be advised that this notation does not take the place of the required Medication Authorization form, nor does The Center store Tylenol for general use.

## **ALLERGIES**

All children and staff allergies are posted confidentially in the classrooms. Food and environmental allergies are very important for our staff to know about, but we also post allergies we will most likely not encounter in a school setting, like medication allergies.

If your child has a severe allergy requiring an Epi-Pen, we do require additional paperwork signed by your pediatrician. This form is available under the “Child Care” tab of The DAC website. Emergency medications like Epi-Pens, antihistamines and inhalers are stored out-of-reach of children, but in an unlocked cupboard to make it more easily accessible to staff in an emergency. If there is a severe allergy in a classroom, our visiting nurse trains all staff in that room on how to use an Epi-Pen and other medications, and offers a refresher at any time during her monthly visits. Any emergency medications will be brought along if the classroom goes on a walk or another field trip (including trips to our playground). All allergy information is included on the bio sheet used as the child transitions, so the new classroom will know in advance.

If your child has a food allergy, please discuss this with the Director and your child’s teacher so we can collaborate to best keep your child safe. Feel free to discuss any strategies that you use for mealtimes at home. Two of the strategies we have used at The Children’s Center are families bringing a separate lunch and/or snack for their child or clearly marking a copy of the menu as to what your child can or cannot have and then supplementing that with food from home. If your child’s food allergies / sensitivities change in any way, please update a member of the Leadership Team via e-mail. We will then print a copy of your e-mail to deliver to your child’s classroom so everyone has the same information.

Food allergies can also be difficult when other children bring in special day treats (birthdays, holidays, etc.). We recommend bringing in some special days treats from home that you know are safe for your child (for example: cupcakes we can freeze or pre-portioned snacks like bunny grahams). These will be clearly labeled, stored in the cupboard or freezer and only brought out when necessary. This way your child can also enjoy a special treat alongside his/her friends.

## **INHALERS AND ASTHMA**

We also require a health care plan if your child might need an inhaler while they are at The Children’s Center, even if your pediatrician does not use the specific diagnosis of “asthma”. The “Asthma Care Plan” is found in our section of The DAC website, though your pediatrician should have a form as well. Since our children are so young, if your child does require an inhaler, we also require a spacer as well to help deliver the medicine.

Like with severe allergy medication, inhalers will be kept in an unlocked, but out-of-reach cabinet during business hours to make it more accessible to staff in an emergency.

## **NUT AWARE CENTER AND SPECIAL DAY TREATS**

The DAC Children’s Center is a “nut aware” center. As a nut aware center, we acknowledge that we cannot guarantee that we are “nut free” environment. We can ask our families and staff to be

aware of the fact that nut/peanut allergies are present and ask for help to protect our children by not bringing nut/peanut products to school. This policy applies to both snacks you may provide for just your child and to special day snacks you may provide to the classroom as a whole. This policy also applies to our Drop-off program.

The Leadership Team works with the kitchen staff to ensure that they are aware of nuts/peanuts when planning our meals and snacks. Ingredient lists are checked before adding any new items to the menus.

Please note, to facilitate keeping centers nut-aware, Licensing no longer allows homemade treats to be shared in the classrooms. Any special snacks brought into the classroom, whether for birthdays or holidays, need to be store bought and in the original container so teachers can consult the ingredient list.

## **SICK POLICY**

How sick is too sick to be in childcare? Deciding whether to keep your child at home or bring them in can be difficult. It is important for parents and teachers to work together to assess your child's condition for the welfare of your child, as well as the other children and teachers in the class. To make sure illness does not spread, children exhibiting certain symptoms are asked to stay home. These symptoms include: blood in stools, diarrhea, eye drainage, fever over 100 degrees, infestation, mouth sores, persistent abdominal pain, rash, respiratory distress, runny nose, unusual color of skin, eyes, stool or urine, unexplained irritability, lethargy, and/or persistent crying, or vomiting. Any child exhibiting **any** of these symptoms may not return to The Center until the symptoms are treated **and** the child is symptom-free for 24 hours. We reserve the right to ask for a doctor's note for a child still exhibiting symptoms to return to The Center.

If your child becomes ill while in our care, you will be notified and, in some cases, we will request that the child be picked up immediately. At the discretion of the Director, we may isolate your child from the group until you arrive to minimize contagious conditions and to make your child more comfortable. In serious cases, your child will be taken to a local hospital by emergency vehicle and you will be called immediately. If we cannot reach you, we will attempt to contact the people listed on your emergency contacts. ***We cannot stress enough the importance of keeping your contact information, as well as the contact information for your emergency contacts, accurate and up-to-date.***

If your child has a known medical condition, please be sure the Director has specific instructions in the event of a problem.

# **How Sick is too sick to come to The Center?**

| SYMPTOMS | Child Must Be at Home? |
|----------|------------------------|
|----------|------------------------|

|   |   |
|---|---|
| <p><b>DIARRHEA</b></p> <p>frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine</p>  | <p><b>Yes</b> - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet</p>           |
| <p><b>FEVER</b> with behavior change or other illness</p>   | <p><b>Yes, when</b> the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.</p>  |
| <p><b>"FLU-LIKE" SYMPTOMS</b> Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea</p>                                   | <p><b>Yes</b> - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever</p>   |
| <p><b>COUGHING</b></p> <p>Note: Children with asthma may attend The Children's Center with a written health care plan and The Center Staff is allowed to give them medicine and treatment</p> | <p><b>Yes</b> - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary</p>  |
| <p><b>Mild RESPIRATORY OR COLD SYMPTOMS</b></p> <p>stuffy nose with clear drainage, sneezing, mild cough</p>  | <p><b>No</b> - may attend if able to take part in Children's Center activities</p> <p><i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i></p> |
| <p><b>RASH WITH FEVER</b></p> <p>Note: Body rash without fever or behavior changes usually does not need to stay home, call the doctor</p>  | <p><b>Yes</b> – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>  |
| <p><b>VOMITING</b></p> <p>Throwing up two or more times in the past 24 hours</p>  | <p><b>Yes</b> - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness</p>  |

## CONTAGIOUS DISEASES

We will keep you informed regarding any instance of contagious disease affecting children who may have had direct exposure at The Center. From time to time, we will also distribute educational literature about children's health issues. If a child is absent because of a contagious disease, he or she may not return until they are no longer contagious and able to participate in activities.

## **ACCIDENTS / INCIDENTS**

We take every precaution to make sure that your child is safe. This includes a comprehensive safety awareness program, as well as frequent inspections and maintenance of our buildings, playgrounds and equipment. Because children will be children, accidents may happen. If it is a minor incident, you will be notified as soon as you arrive to pick up your child. If it is a major or severe incident, you will be notified immediately. If you are not available at the time of an emergency involving your child, a judgment will be made about what to do. We will utilize the emergency contact list to the best of our ability. *We cannot stress enough the importance of keeping your contact information, as well as the contact information for your emergency contacts, accurate and up-to-date.*

## **SUPERVISION**

The Denver Athletic Club is a large facility. To ensure accurate supervision is maintained at all times, in all areas, throughout the day, staff notes transitions to extra-curricular activities on the room's "30 minute count sheet" as well as record daily attendance on our daily reporting application, Kid Reports. In the unlikely event that a child has gone astray, Center staff will notify the Leadership Team immediately and all available DAC staff will help locate the child. Parents will be notified as soon as possible.

## **Emergency Procedures**

### **EMEGENCY PREPAREDNESS**

To prepare for fire, severe weather or disaster evacuation, we have regular drills and practices so that your child can react in a safe and orderly manner. If an actual emergency requires evacuation of our Center, we will notify you as soon as the children are safe. If we cannot return to The Center and reunification with families is necessary, Center staff members will stay with all children until a parent or guardian can pick them up. Staff members are trained in First Aid and CPR. First aid kits and emergency exit plans are located in every room.

A member of the Leadership Team or your child's teacher will notify families should an evacuation occur. In the case of a minor incident, like a fire drill or a false alarm, you may be notified by an "Activity" comment in your child's daily report or a note near your classroom's sign-in area at the end of the day. More serious incidents will involve a phone call, e-mail, and/or a message sent through the Kid Reports app. The easiest way for us to keep you up-to-date on important details in an emergency situation is through the Kid Reports app. If you are not getting your child's daily report from Kid Reports by the end of the day, please make sure we are using the best e-mail address for you.

Below is additional information about the different types of emergency situations we might face.

## OFF-SITE EVACUATION

An Off-Site Evacuation may be initiated by the fire alarm system or other danger warning systems inside the building and can include cases of fire, smell of gas, bomb, or bomb threat. This protocol is used when circumstances require the evacuation and relocation of children to a remote site where students will be accounted for and may be released to parents and guardians.

DAC management will communicate with 911 professionals, if necessary. If internal communication is necessary (for example, if an alarm is not sounding), individual classrooms will be called and instructions for an evacuation will be given. Teachers will then take name-to-face attendance to ensure that all children are accounted for before proceeding to the off-site location. Teachers will also gather all emergency binders, GO KITS and documentation tools. When possible, a member of the Leadership Team will make a final sweep of all areas to make sure that all children and adults have been evacuated. Our short-term off-site location is across Glenarm in front of the Denver Press Club. We will head there first and then proceed to our long-term location if necessary.

In a short-term evacuation, once an all-clear has been given, either by emergency personnel (e.g. fire fighter) or by DAC management, the staff will be notified that they may return to their classrooms.

If the emergency has proved to be a lasting safety concern, staff will safely guide children to the reunification site located at **The Crowne Plaza Hotel, 1450 Glenarm Pl, Denver, CO 80202**. The reunification site is less than one block from The Denver Athletic Club.

A member of the Leadership Team will transport the whole Center Emergency GO KIT, visitor and staff sign-in logs, and other documentation to the evacuation site including all necessary contact information to alert families as to the nature of the emergency, as well as provide instructions for reunification. ***We cannot stress enough the importance of keeping your contact information, as well as the contact information for your emergency contacts, accurate and up-to-date.***

If needed, reunification with families shall commence from the off-site area using the contact information provided in the GO KIT, portable tablet with up-to-date email addresses, as well as phone numbers for all parents and guardians. You may receive both a phone call from Children's Center staff and a message/e-mail through the Kid Reports app. If reunification is necessary, we ask that you or someone on your authorized pick-up list pick up your child as soon as possible.

Should the situation prevent us from safely reaching The Crowne Plaza Hotel, our primary off-site location, we will choose an alternative location. We are fortunate to have many hotels conveniently located. Should our long-term evacuation spot change, you will be notified as soon as possible via e-mail, Kid Reports or by phone.

For individuals with disabilities that prohibit safe travel to the evacuation site, appropriate accommodations will be made and staff will be assigned accordingly. A representative from The Denver Athletic Club will be available for safe departure at designated locations (one location in

the Drop Off area on the First Floor, one location in the Preschool area on the First Floor and one location in the Toddler 3 area on the Second Floor, near their respective emergency exits).

## **SHELTER-IN-PLACE**

Shelter-in-place procedures are a set of flexible guidelines that are designed to help provide safety for students, staff, and visitors through controlled movement of occupants from a hazardous situation to a place of safety (away from exterior windows, exterior doors, and skylights).

Shelter-in-place procedures are initiated by a member of The DAC management (including The Children's Center Leadership Team). DAC management will communicate with 911 professionals, if necessary. Since there is no alarm system for shelter-in-place, individual classrooms will be called, the hazard will be identified (e.g. tornado, hazmat spill, etc.), and instructions to shelter-in-place will be given. Teachers will then take name-to-face attendance to ensure that all children are accounted for before proceeding to the on-site location. Teachers will also gather all emergency binders, GO KITS and documentation tools.

The shelter-in-place locations vary depending on where the classroom is at the time of the emergency. The locations are:

- Doubles squash court (for Infant 1 and 2, Toddler 1 and 2, Drop-off and Little Gym)
- Back of Preschool 2 (for both Preschool classrooms)
- Hallway by Toddler 3 cubbies (for Toddler 3, gymnastics classes and dance classes)
- Camp room (for School Age Camp and children in swim lessons)

Members of the Leadership Team will give any additional instructions to use the tablet and emergency binders to notify families of the emergency and potential changes in location for reunification / pick up. If the situation allows, additional signs will be posted to let families know the location for pick-up.

Please note, some shelter-in-place situations will not allow you to pick up your child immediately. Inclement weather may not be safe for driving and a hazmat situation may prevent access to The DAC. Rest assured that we will keep in communication with emergency personnel as needed to keep the children safe and that we will keep you updated as any reunification situation changes.

Once we have received word that the situation is safe (from the weather service, emergency personnel, etc.), staff will be given the all-clear to return to their classrooms.

## **LOCKDOWN**

Lockdown procedures are implemented to protect children, staff and visitors when conditions are too dangerous to allow movement within the building. Lockdown is used when there is a threat of violence or serious incident that could jeopardize safety for all staff, children and visitors. Situations can include a dangerous event in The Center or a dangerous intruder (including an



active shooter inside the building). A Director or any DAC staff member is authorized to order a Lockdown.

Lockdown is initiated by the following steps:

- Communication with 911 professionals, Leadership and DAC GSR's is initiated (should emergency personnel be needed, the GSR's need to know where to direct them).
- Individual classrooms will be called and told to go into "Lockdown immediately!" which involves 3 steps: Locks! Lights! Out of Sight!"
  - Staff LOCK all interior doors
  - Staff turn down classroom LIGHTS
  - Staff move children and selves OUT OF SIGHT
- All staff and children remain in lockdown mode until notified by a member of the Leadership Team or DAC management that the situation is resolved.

Families will be notified as soon as possible after a lockdown is initiated, most likely via e-mail or through the Kid Reports app. Remember, if we are in a lockdown situation; staff will be unable to answer classroom phones as that would prevent them from remaining out of sight. Also, please remember that if we are in a lockdown situation, you will not be able to pick-up your child until the situation is resolved and the lockdown is lifted. Police activity may limit access to The DAC and/or to our part of downtown Denver.

You will be notified again as soon as possible after the lockdown is lifted. This message will include clear instructions for reunification. Depending on the situation, we may be able to resume normal activity in the classrooms, we may need to shelter-in-place in another area of The DAC or we may need to evacuate to our off-site location. This decision will be made by DAC management in coordination with emergency personnel.

## **EVACUATION MATERIALS**

Our younger classrooms have emergency evacuation cribs to aid in safely evacuating the children from the classroom. Infant 1 and 2 each have two evacuation cribs and Toddler 1 has one crib. Each classroom has an emergency contact book and a GO KIT with all the items we may need in the case of an emergency. These KITS include, but are not limited to:

- Blankets
- Extra clothes
- Diapers
- Wipes
- Family-provided 8-ounce formula bottles for each infant
- Basic first aid kits including gloves
- Flashlights
- Hand sanitizer

Whenever possible, these materials, the classroom sign-in books, iPad, and 30 minute count sheets are all brought with in an evacuation. If teachers are out of the classrooms when an

evacuation is required, they will not be allowed to go back to their classrooms to retrieve items. Current contact information is stored in multiple formats to ensure that we have access to all contact information in the event of an emergency.

## **Classroom Procedures and Routines**

### **SIGNING IN AND OUT / DROP OFF AND PICK UP**

We want to make sure that your child starts each day on a positive note. When you arrive at The Center, please let a staff member know that your child is here. At this time, please sign in your child. All children must be signed in and out, every day, by the parent or guardian. The sign-in books are also used to verify head count in the room as well as in The Center. It is important to do this not only for State Regulatory purposes, but also for your child's safety.

Similarly, at the end of the day, please take a moment to make sure the teacher knows that you are picking up your child. Even if you don't have time to talk, a quick goodbye helps the teachers to confidently know how many children and which children are still in their care. You must also sign your child out at the end of the day.

All families must have a completed Pick-Up Authorization Form for their child. Please be sure that this information is updated and accurate to avoid any uncomfortable or embarrassing situations. This also applies to any nannies or babysitters picking up your child; we need their information on file. No child will be released to anyone unless they are on your Pick-Up Authorization Form and have a current ID. If someone else will be picking up your child, do not hesitate to verify that they are listed on the Pick-Up Authorization Form. All staff members are instructed to require identification of any individual who is picking up a child if they are not familiar with that individual. Please do not be offended if identification is requested in the first few weeks after enrollment. Similarly, please do not be offended if identification is requested if you rarely pick up your child. This policy is for the safety of your child.

This Pick-Up Authorization Form also applies to any friend or relative who may be picking up your child over a short period of time (e.g. during a vacation or business trip). Please remind anyone picking up your child to have their identification readily available for staff verification.

For families that have specific legal custodial arrangements, The Center will need to have documentation stating the custody guidelines on file.

### **MOVING FROM LICENSED CARE TO DROP-OFF**

It is permitted for children to move from licensed care to drop-off care (after 6:00PM only) in the event that a parent is **on-site** and a written request has been made prior to 6:00PM. Please indicate your location in The Club, as well as the best way to reach you should an emergency occur. Please also understand that this is not available if you are anticipating arriving late for pick up. This is only allowable if a parent is on-site for the duration of a child's time in Drop-off.

## **LATE PICK-UP POLICY**

Please make every effort to pick up your child on time. The Center closes at 6:00PM. We value your time and we value the time of our hard working staff. Please understand the seriousness of this policy. If you know you will be unable to pick up your child on time, please arrange to have your child picked up by another adult who has been designated on your Pick-Up Authorization Form. If a late pick up is unavoidable and you cannot reach your designated emergency contact(s), please call your child's teacher immediately. There will be a late charge of \$5.00 per minute after 6:00 pm.

Please note that the time noted on the late pick up sheet is recorded by the teacher at the time you pick up your child. It is not affected by any time shown on or through the Kid Reports app.

## **CHILDREN LEFT AFTER CLOSING**

If a child is not picked up within 30 minutes of closing and the teacher is unable to contact you or your emergency contacts, we will contact Social Services for assistance. It is important that if you are going to be late, for any reason, that you communicate with the staff.

## **FOOD AND NUTRITION**

For children that are not ready to eat table food, we will need you to provide appropriate food for your child. Please mark any food you bring in with the appropriately colored tape found in the infant room lobby. This helps to assure that there are no mix-ups. If you are using reusable containers from home, please feel free to label them with the dishwasher-safe Name Bubble stickers located in your child's bin. If a mother would like to breastfeed her child, she is more than welcome. All pre-mixed bottles of formula or breast milk need to be marked with the provided Name Bubbles and will be appropriately refrigerated. When your child is ready for milk, The Center provides whole milk for the infant classes and Toddler 1 and 2; 2% milk is provided for Toddler 3 and the preschool classes.

For all other children, we will provide a morning snack, lunch and an afternoon snack. Foods on this menu are introduced to the infants as you feel your child is ready; please stay in communication with the infant room staff as these needs change. Children will never be forced to eat, but are encouraged to try everything. Snack and lunch menus are e-mailed monthly and are also posted in each classroom.

If your child has any food allergies, we will follow the instructions on the health information forms. Please be aware of the food allergies posted within your child's classroom and be cautious when bringing in treats.

## **REST TIME AND NAPS**

All children need quiet time. We provide a nap or quiet time for all children each day. Each infant has his/her own crib. The toddler and pre-school children all have cots with a sheet (provided by The Center) and blanket (provided by you). Most children do take their naps; teachers encourage resting by using soft music, dimming the lights, and rubbing backs. If your child has a favorite sleep toy or blanket, you may want to consider bringing it in to help them rest and relax.

Children who do not need a nap, or are not able to fall asleep, will still need a period of quiet time – at least 30 minutes. If after this time they are still awake, we will provide them with quiet toys or activities in which they may engage.

## **DIAPERING AND TOILET TRAINING**

Parents will be responsible for providing diapers, wipes and diaper cream, and for maintaining an adequate supply in The Center. When your child's supplies are running low (a two day supply or less), we will send you a "please bring" request through the Kid Reports app. Please bring requests are found at the very bottom of your daily report. You can also opt to get these requests in real time by adjusting your settings in Kid Reports.

Children in diapers will be changed at a minimum of every two hours (more often if necessary). All staff wear disposable gloves, for sanitary reasons, and all children are changed on a changing table that is cleaned and disinfected after each diaper change. The teacher's hands, as well as the child's hands, will be washed after each diaper change. Diaper cream/ointment for preventative care is covered by the Health Appraisal Form filled out by your pediatrician. If the rash is bad enough that there are open sores and/or bleeding, a pediatrician must complete the Medication Authorization Form (even if it is for the same cream), because our care has moved from prevention to treatment. This form will need to be signed by your physician.

Toilet training is a very important milestone in any child's life. If you are beginning toilet training at home (most children start between two to three years of age), please feel free to discuss it with your child's teacher or the Director so that we may reinforce this at The Center. We will make every effort to coordinate your program with ours. During this time, it is important that you maintain at least two extra sets of clothes (including socks and shoes), extra training pants, and diapers for each day your child attends. If your child has just started toilet training, he or she may still wear a diaper at rest/nap time.

## **CUBBIES**

Each child will have their own personal cubby where they can store their personal belongings such as extra clothing, outerwear, sheet and blanket, and any special object or toy for rest time or show and tell. Additional space in the classroom will be provided for diapers, pull-ups and wipes, if applicable. Please remember that all items that are brought *must* fit in their cubby. Please take this into consideration when selecting a nap blanket and other naptime items. This

helps us meet Health Department regulations on children's personal belongings and their proper placement. Please do not send valuables or money with your child to school.

## **CLOTHING**

Your child should wear comfortable, washable clothes, as well as rubber-soled, closed-toe shoes. We do not wish to kill any "fashion sense", so if your child would like to wear flip flops or sandals, please bring a pair of closed-toe shoes in case there is a walking excursion or outdoor play. We also ask that you bring two extra sets of clothes, just in case. If your child is potty training, we will need two additional sets of clothing. Clothing should be clearly marked with your child's name and left in their cubby. All clothing should be labeled, but especially clothes that may be taken off or changed into – such as jackets, sweaters, bathing suits or hats, etc. Please label them in indelible ink with your child's name or with machine washable stickers ([www.namebubbles.com](http://www.namebubbles.com)). We cannot be held responsible for any clothing that is lost or damaged.

Colorado can have many different weather conditions in a single day. Please dress your child appropriately, or have extra clothing or gear in their cubby at all times. Also, please check regularly to make sure that the extra clothes in your child's cubby still fit and are seasonally appropriate. Please make sure that any extra clothing or gear is clearly marked with your child's name. If we are going to take the children out for an extended period of time, we will apply sunscreen to children whom have signed sunscreen permission slips.

## **CHILDREN'S BELONGINGS AND MONEY**

We strive to maintain an ample supply of educational toys, games and books in our Center. We encourage children to bring those items that may make them feel more comfortable (stuffed animals, blankets, etc.). However, we discourage parents from allowing children to bring money, personal toys and games due to our inability to account for a lost toy during a busy school day and the sharing problems that we often encounter with young children. Any money or toy brought to school by your child will be maintained in his or her cubby and will be returned at the end of the day when he/she is picked up. Please be sure that all of your children's belongings are clearly marked with his or her name on it. Toys or objects brought in for show and tell will be maintained in their cubby until show and tell and then put back in their cubby. Please make sure to take any money or special toys home at the end of the day. We are not responsible for lost, stolen or broken items or lost money.

## **PHOTOGRAPHS AND VIDEO**

From time to time, children will be photographed, whether it is to make a label for their cubby, a cute moment or just to capture day-to-day activities. A Photography Release Form is included in your enrollment packet for release of images. These photos will be used only in the rooms, Center, given out to parents, or for educational purposes.

## **TELEVISION AND VIDEO VIEWING**

Television and video viewing is not part of the day-to-day activities for any of the classrooms. However, on occasion, children may have an opportunity to watch an educational and fun movie or show. If a child does not wish to participate, other activities will be provided.

## **HOLIDAYS AND BIRTHDAYS**

Holidays and birthdays are treasured times for all children. We would love to help you make these days special for your child. If you would like to celebrate your child's birthday or another special day, please make arrangements with your child's teachers or The Center Director. Please be aware of any food allergies in your child's classroom when bringing in treats and please remember that we are a nut aware center.

## **EXTRACURRICULAR ACTIVITIES**

We offer wonderful extracurricular activities for your child. Some examples of these opportunities include: swim lessons, ballet, gymnastics, and Kid Fit. Information on all of these activities is found on The DAC website. As your child transitions from room to room, your Welcome Packet will let you know what activities are available in that classroom.

## **WALKING EXCURSIONS**

Weather permitting; we will take the children for walks. Some of these walks are just around the corner and others are to locations downtown, such as the library. A permission slip to walk around the block is one of the forms in your enrollment packet. For any walking excursion beyond that, you will be notified in advance and you will be asked to sign a separate permission form that allows staff members to take children on these walks. Verbal permission will not be accepted.

## **FIELD TRIPS**

In the rare event that our children have the opportunity to participate in an off-site field trip that requires transportation means other than walking, The DAC Children's Center will communicate and obtain written permission from parents / guardians well in advance of the scheduled field trip. Signed permission from parents will outline the responsibilities of The Center, staff, and children while in transport and off-site.

Off-site events give children opportunities to build awareness, expand classroom learning, and learn from experience. Parents will be notified at least one week in advance of each trip with the time, schedule, location and any extra costs that may be involved in the field trip. Please pay close attention to the departure time listed on the permission slip. Permission slips are required for all field trips. Each trip requires a separate form describing the details of the event and we must have your written permission authorizing your child to go. Verbal approval will not be accepted. We welcome the participation of parent/guardian volunteers on all field trips.

Correct staff ratios will be maintained on any outing. Children will wear a designated shirt in an eye-catching color on all outings and the shirts will state the name and number for The DAC. First aid kits (and any emergency medications) are taken on all outings and safety rules are reviewed before leaving on all field trips.

## **CHILDREN ARRIVING AFTER CLASS HAS LEFT FOR A FIELD TRIP**

If your child arrives after his/her class has left for a field trip you have two options. The first is to put your child in another classroom. The second is to drive your child to the field trip. If you are going to do this, please communicate with the teachers or Director before you leave, to find out exactly where they are.

## **EXCESSIVELY HOT AND COLD WEATHER POLICY**

It is our goal to allow the children to get outside each day. The children will always be appropriately dressed for the weather conditions. Colorado weather conditions are hard to predict, so it is always a good idea to have outerwear available for your child for different types of weather. During excessively hot (over 90 degrees) or excessively cold weather (under 20 degrees), large motor activities will be planned in one of our numerous inside locations.

The classrooms have The Weather Channel app on all of their iPads so they can get official weather information before they decide to go outside. A “Child Care Weather Watch” chart is also posted in each classroom as a guide. This chart is also available under the “Child Care” tab of The DAC website.

## **SCHOOL PORTRAITS**

As a special service, we offer school portraits every fall – usually in September. You will be notified in advance of portrait day. All children will be photographed and sibling pictures are available. You will receive a packet of portraits for each child in your family. There are a number of options for purchasing prints (both hard copies and digital), but you are under no obligation to buy any of the pictures. Please return unpurchased photos and/or payment within a week of receiving them.

We also offer cap and gown pictures for our preschool graduates in the spring. Cap and gown pictures are usually taken in late April. Like school portraits, you are under no obligation to buy any of the pictures. Please return unpurchased photos and/or payment within a week of receiving them.

# **FAMILY PARTICIPATION**

## **VISITORS / VOLUNTEERS POLICY**

We always welcome and encourage parents and family to stop by and visit. Plan to have lunch with your child, stop by to share a book with the class or join us on field trips. Parents can provide wonderful experiences for their own child and other children. If you would like to have an extended visit with your child inside the classroom, please make prior arrangements with your child's teacher. Your participation and involvement are important as we work as partners to provide the best care and education possible for your child.

Children benefit from your involvement. Whether you would like to participate in the classroom, at the program or the event level, please know that your involvement is always welcome!

## **EARLY CHILDHOOD ENRICHMENT COMMITTEE**

The Early Childhood Enrichment Committee is an open committee where all parents are welcome. Meetings are usually held the second Wednesday of every month at 4:30PM, unless there is another scheduled event such as the Summer BBQ or the Holiday Program. All meeting dates are listed in the School Calendar. These meetings are an opportunity for parents to bring ideas or suggestions about The Center or camps to the Director. If your child has a specific issue that would not affect other families, please discuss that issue directly with your child's teacher or the Director.

## **ANNUAL SURVEY**

Families are invited to participate in a survey at a minimum of one year. The survey questions are chosen in cooperation with the ECE Committee and the survey data is shared with families and also incorporated into the Quality Improvement Plan (QIP). The feedback we receive from families helps to shape our practices and elevate the experience for our children. A monthly report on the progress of QIP is given at the ECE meeting. (Second Wednesday of each month; all are welcome and encouraged to attend and you are making no commitment by attending a meeting.)

## **FAMILY EVENTS**

There are several family events throughout the year. Some of these events are just for the families within The Children's Center and others are Club-wide. Many events are listed in your School Calendar and The DAC often adds additional family-friendly events throughout the year. Additional information about events can be found on The DAC website and/or posted in your child's classroom. We encourage you to participate in these events. They are wonderful opportunities for you to meet other families and your children's friends.



## **PARENT'S NIGHT OUT**

Parent's Night Out (PNO) is an opportunity for parents to go out on the town for a date. PNO is the second Saturday of each month with a brief hiatus in the summer. All dates and times are listed in your School Calendar and fliers will be posted in your child's classroom as a reminder of the upcoming event. You must sign up in advance (space is limited) online through The DAC website. Ordering dinner from The DAC restaurant for your child is an option. When you reserve your child's spot, please be clear if you are ordering dinner for your child and what that dinner will be. This ensures that we get the right food to the right children. PNO is staffed by The Children's Center.

## Parent Handbook Acknowledgement of Receipt and Agreement

I have read and fully understand the guidelines set forth in the Parent Handbook. I have a copy of this handbook for my personal reference. I know that if I have any questions I am to contact The Denver Athletic Club's Children's Center Director for answers to my questions. I understand it is my right to file a complaint with Denver County Department of Human Services (1-800-799-5876) if The Denver Athletic Club's Children's Center does not follow state and federal regulations. Additional contact information is posted on the bulletin boards by the Preschool and by the Little Gym.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## Resources: Medical and Developmental

### I. Colorado Child Health Plan Plus

Providing medical insurance and services for families that otherwise could not afford care.

Website: [CHP+](#) Denver Human Services Director: Donald Mares Customer Service: (720) 944-3666  
1200 Federal Boulevard, Denver, CO 80204 - Fax: (720) 944-3094

To learn more about the services provided [About CHP+](#)

### II. Family Resource Center Program

Creating stronger Colorado families by providing support to families through family resource centers that focus on family development, resource information and referral, and additional programs on a range of issues from health and wellness to youth development and parenting.

Website: [Family Resource Center Program](#)

Laurie Walowitz

Family Resource Centers Program Manager 303.866.6562 [Laurie.walowitz@state.co.us](mailto:Laurie.walowitz@state.co.us)

### III. PEAK Assistance

Medical, food, cash, and child care assistance is available to families who are unable to otherwise receive such services.

Website: [PEAK](#) How to apply: [PEAK APPLY](#)

### IV. Rocky Mountain Human Services

Offers supports and services for children from birth to 18 years in the following areas: communication, physical motor, self-help, social-emotional, thinking and self-help.

Website: [RMHS](#) Complete [Contact List](#)

Referral Information 303.247.8423

Early Intervention ([birth – 3 years](#)) Family Support Services ([3- 18 years](#))

---

#### Referral Contact

Beth Scully

9900 E. Illiff Avenue

Denver, CO 80231

Office: 303-247-8423

Fax: 303-636-5614

[BirthTo5Referrals@rmhumanservices.org](mailto:BirthTo5Referrals@rmhumanservices.org)

<http://www.rmhumanservices.org>

### V. Early Intervention Colorado

EI provides supports and services to children birth – 2 years of age who have developmental delays or disabilities and their families. It is a voluntary program.

Website: [Early Intervention Colorado](#) [Fact Sheet](#)

1.888.777.4041

## **VI. Mental Health**

ECMHS (Early Childhood Mental Health Specialist) Program provides resources and health services to young children (birth – 5 years). ECMHS is focused on strengthening social emotional skills of young children through timely screening and assessment, increasing the parent and early learning provider's ability to manage difficult behaviors, and providing outreach and connecting families to other community resources.

Website: [ECMHS](#)      [Resources](#)      [Fact Sheet](#)

Jordana Ash [Jordana.ash@state.co.us](mailto:Jordana.ash@state.co.us) Phone: 303.866.6361

## **VII. Health Screening**

To find screening locations and services in the community for vision, hearing and dental.

Website: [EI Colorado](#)

Vickie Thomson Phone: 303-692-2458

Email: [Vickie.Thomson@state.co.us](mailto:Vickie.Thomson@state.co.us)

**Appendix A: Physician Permission for Infant Swaddling**

In order to reduce the risk of Sudden Unexpected Infant Death, including Sudden Infant Death Syndrome, suffocation and other sleep related deaths, Colorado Rules and Regulations for Child Care Centers prohibit child care providers from swaddling infants of any age.

**The DAC Children's Center**

**License Number: 84607**

**Parent Permission:**

**Child Name:** \_\_\_\_\_

**Date of Birth** \_\_\_ / \_\_\_ / \_\_\_

**Swaddling: Colorado Rules and Regulations for Child Care Centers** prohibits the use of swaddling including use of any blankets or sleep sacks that prevent or restrict infant movement.

I, \_\_\_\_\_ give consent for my child to be swaddled as indicated by my child's physician. My child's health provider may fax this form (and applicable attachments to my child's childcare provider.

\_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_

**Parent or Legal Guardian Signature**

**Physician Permission:**

I understand that swaddling is no longer permitted for infants by Rules and Regulations for Child Care Centers and I direct the use of swaddling for this infant for the medical reason(s) stated below. By signing this form I am acknowledging that I am directing only the use of a swaddle and that the infant must always be placed in an approved crib for sleep.

The infant named above has the following medical reason(s) which necessitates swaddling:

\_\_\_\_\_  
(Attach additional information if necessary)

Specify when infant should be swaddled. (i.e. nap time only): \_\_\_\_\_

Infant rolls from back to stomach \_\_\_ yes \_\_\_ no    Infant rolls from stomach to back \_\_\_ yes \_\_\_ no

Effective dates of Permission: **From Date** \_\_\_ / \_\_\_ / \_\_\_    **To Date** \_\_\_ / \_\_\_ / \_\_\_

Date Infant will be re-evaluated for swaddling **Date** \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_

**Physician Signature**

**Office Stamp or written name, address and phone number**

**Appendix B: Physician Permission for Infant Alternate Sleep Position**

In order to reduce the risk of Sudden Unexpected Infant Death, including Sudden Infant Death Syndrome, suffocation and other sleep related deaths, Colorado Rules and Regulations for Child Care Centers follow the recommendation from the American Academy of pediatrics, which prohibits child care providers from placing infants under the age of 1 year, in a sleep position other than on the back, in an approved crib.

**The DAC Children’s Center**

**License Number: 84607**

**Parent Permission:**

**Child Name:** \_\_\_\_\_ **Date of Birth** \_\_\_ / \_\_\_ / \_\_\_

**Alternate Sleep Position: Colorado Rules and Regulations for Child Care Centers** requires all infants less than 1 year of age to be placed on their back for sleep unless there is a special health condition that requires that an infant use an alternate sleep position.

I, \_\_\_\_\_ give consent for my child to sleep in an alternate sleep position as indicated by my child’s physician. My child’s health provider may fax this form (and applicable attachments) to my child’s childcare provider.

\_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_

**Parent or Legal Guardian Signature**

**Physician Permission:**

I understand that back sleeping is required for all infants by Rules and Regulations for Child Care Centers and is the safest sleep position for infants. I direct an alternative position for this infant for the medical reason(s) stated below. By signing this form I am acknowledging that I am directing only an alternative sleep position and that the infant must always be placed in an approved crib for sleep.

The infant named above has the following medical reason(s) which necessitates an alternate sleep position:

\_\_\_\_\_

The appropriate sleep position for the infant is: \_\_\_\_\_ sleeping on stomach \_\_\_\_\_ sleeping on side  
Effective dates of Permission: **From Date** \_\_\_ / \_\_\_ / \_\_\_ **To Date** \_\_\_ / \_\_\_ / \_\_\_

Date Infant will be re-evaluated for the need for alternate sleep position **Date** \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_

**Physician Signature**

**Office Stamp or written name, address and phone number**

**Appendix C: Permission for Opting out of use of Pacifier**

In order to reduce the risk of Sudden Unexpected Infant Death, including Sudden Infant Death Syndrome, suffocation and other sleep related deaths, Colorado Rules and Regulations for Child Care Centers require child care providers to offer a pacifier at the time of sleep for all infants.

**The DAC Children’s Center**

**License Number: 84607**

**Parent Permission:**

**Child Name:** \_\_\_\_\_

**Date of Birth** \_\_\_ / \_\_\_ / \_\_\_

**Pacifier Exclusion: Colorado Rules and Regulations for Child Care Centers** require child care providers to offer a pacifier to all infants at the time of sleep in a safety approved sleep environment. If the pacifier falls out during nap, the child will not be forced to take the pacifier.

I, \_\_\_\_\_ give consent for my child to opt out of being offered a pacifier at the time of sleep.

**Date** \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_  
**Parent or Legal Guardian Signature**