

PARENT HANDBOOK

Lakewood Learning Center

946 Benton St.

Lakewood CO 80214

303-237-0917

Licensed Capacity: 100

10 children 6wk to 18 months

12 children 12-36 months

78 children 2.5 yr to 13 year

Westminster Learning Center

4000 Shaw Blvd.

Westminster CO 80030

303-427-8831

Licensed Capacity: 69

10 children 1-3 year

59 children 2.5 to 13 year

Welcome to Thomas Learning Centers

Your child may be the first one in your family ever to go to a childcare center. If that's true, a few words about our centers and the ideas behind them may interest you.

Our staff does their very best to give quality care. We look after your youngster with the same warm concern that you would. We are standing in your place while you are on your job, so quality care, the kind you would give, is a very serious obligation.

We agree with Jean Piaget: "Play is the serious business of childhood" and strive every day to provide your child with the opportunity to participate in child initiated, structured activities in these areas: language, math/science, arts, crafts, music/movement, gross and fine motor skills, blocks and manipulative toys, and dramatic play. As your child plays in a water table, she learns principles of buoyancy and measurement. Block play teaches spatial concepts. Listening to stories builds reading readiness skills. Arts and crafts increase creativity and decision making along with self-esteem. Dramatic play builds social skills and practice for living in the adult world. So you can see, what looks like play is really learning.

Providing food and enough rest are also a part of this quality care. We prepare a well-balanced lunch and two nutritious snacks each day. Planning the day so children don't get too tired is a part of it. Being alert to prevent hurts and accidents is also very important. Comforting children when something goes wrong- - just as you would do- - is always a priority.

While you are busy at your job you won't have much chance to see what actually goes on day after day. Of course, anytime you are free to visit, by all means, do. When you do, you will be pleased with what goes on. You will see the children busy with their friends.

The children talk a lot as they play together. They look at books and pictures and exhibits in the room; they listen to stories; they work on puzzles; they take trips. They paint; they work with clay and blocks; they pretend and make believe.

One thing you can count on, if your child's bad moments in the group outweigh the good ones too often, the staff will be sure to tell you- - and you must return the favor. Sharing information in a children's center isn't easy, since you and the staff are both busy.

However, communication is very important.

The fact that your child is at Thomas Learning Centers means that now your child has two sets of caring people, both of whom want the days to go well.

THOMAS LEARNING CENTERS POLICES, PROCEDURES AND PRACTICES

This handbook is to acquaint you with our policies, procedures and practices. It is your copy to keep for reference. Discuss any points that remain unclear with your center Director, or contact our administrative office at 303-639-5977

PURPOSE/PHILOSOPHY

It is our mission to provide quality, developmentally appropriate, affordable care for children and to meet the needs of each child in a safe, healthy, home-like environment.

It is the philosophy of Thomas Learning Centers that "play is the serious business of childhood". In order to stimulate every child's intellectual, physical and emotional development, we see our role as that of facilitators. Through careful curriculum planning, it is our privilege and responsibility to allow children to discover and interpret their world.

AGES OF CHILDREN SERVED

This childcare setting will serve ages 12 months and walking** through 12 years old.

** Children who are not yet walking at 12 months will be accepted if they can benefit from our facilities. We will need a note from your family physician stating your child is developmentally ready to attend the childcare center. Our Lakewood Center accepts children 6 weeks through 12 years old.

SPECIAL NEEDS CHILDREN

Thomas Learning Centers operates in compliance with the Americans with Disability Act. Children with special needs will be accepted if they can benefit from our facilities, and we can reasonably adapt our program to meet your child's needs. Please communicate openly regarding your child's special needs and your expectations for his/her experience in our center. In this way we can build a program that truly benefits your child.

HOURS OF OPERATION

Normal hours of operation are 6:30 AM to 6:00 PM Monday through Friday. The Infant Center at Lakewood is open 7:00 AM to 5:30 PM

Please check your child's daily schedule. Breakfast times are listed and must be adhered to in order to make sure your child's day can get started on time. Classes start by 9 AM. **YOUR CHILD MUST BE SIGNED IN BY 9AM EVERY DAY.** Any later and your child will miss out on valuable preschool time! If your child isn't at the school by 9AM s/he is welcome to return after nap time.

HOLIDAY SCHEDULE

We will be closed, **with no tuition deduction**, the following holidays.

NEW YEAR'S DAY PRESIDENT'S DAY MEMORIAL DAY JULY 4
LABOR DAY VETEREN'S DAY THANKSGIVING DAY & THE DAY AFTER
CHRISTMAS DAY

Should one of the above holidays fall on a weekend, the center will close on Friday for Saturday holidays and will close on Monday for Sunday holidays.

There is no tuition deduction for scheduled closures or snow closures.

ADMISSION AND REGISTRATION OF CHILDREN

1. Registration forms may be obtained from and returned to the director of the center.
2. All forms, **including proof of current immunizations from your physician**, must be completed and signed prior to starting date. A pre-admission interview will be held to inform parents of services provided by this center and explain policies, procedures and payment of fees.
3. The registration fee is to be returned with registration materials to confirm your child's enrollment. The annual registration fee is \$50 for one child, \$25.00/each additional child.
4. Colorado law requires every child entering a program to have proof of immunization upon enrollment. Physical records, signed by a physician, must be on file at the center within 30 days of enrollment. These records must be updated yearly or upon request of the Director if a condition potentially hazardous to others should occur. Written documentation of allergies or physical limitations shall also be provided in writing at registration.
5. Program Files: The records we keep on your family are confidential. Information in files is not shared with others without written permission from a parent or guardian. Some officials have the right to review files to assure that regulations are being met. The information in the files is available to you at any time by contacting the Center Director or the classroom head teacher.

It is the responsibility of the parent to notify the center immediately if there is a change of address or phone number. The essential information must be current in case of emergency. For your child's safety, **WE MUST BE ABLE TO REACH YOU!**

Parents are expected to bring their child into the building and see that he/she is under full supervision of his/her teacher before leaving the premises. Parents must sign their full name and the time of arrival and departure in the sign in book.

The center must be notified if your child contracts a contagious or infectious disease. Re-admittance will occur with a doctor's statement.

FEE SCHEDULE AND TUITION PAYMENT POLICIES

Please carefully read the itemized fee schedule included in your registration packet.

You are billed for space reserved, not for time at the center. That is why there is no tuition deduction for sick days or snow days. Whether your child attends or not, food is prepared, teachers present activities, the bus transports and guest speakers still come. If time was our "product" rates would have to increase dramatically-- at our current rates for full-time infant care- - you are being charged under \$5/hour!

Tuition payment is due monthly by the 5th of the month or on the 5th and 20th if paying bi-weekly always in advance. If tuition remains unpaid on the 5th or the 20th of the month week, the child will not be accepted for care until payment is received and a \$75.00 late fee will be charged to your account monthly until the account is current.

We accept families using State Child Care Assistance Programs (CCAP)

The Director must receive written authorization from your caseworker before your child may attend. Your child may not attend until authorization is received. This policy also applies when your authorization must be renewed.

Monthly contracted fees, including Social Services Parent Payments, must be received by the 5th of the month or a \$50.00 late fee will be charged to your account. If tuition remains unpaid on the 10th of the month, services will be discontinued until payment in full is received. Your caseworker will be informed of your breach of contract and you will no longer qualify for State assistance.

Any authorized care that is not paid by the county is your responsibility. Be aware of the days you are authorized for. All unauthorized care is your financial responsibility.

One month written notice is required when you withdraw before removing your child from the center. Families who do not provide notice will be charged one month care.

Accounts without payment for 30 days will automatically be sent to collections. Parents or Guardians will be responsible for tuition, collection fees, court costs, and attorney fees.

Returned check fee is \$50.00

VACATION POLICY

Up to two weeks vacation are permitted per calendar year (January through December). Weeks are defined as your contracted weekly attendance. Vacations must be taken in weekly blocks, not one day at a time. For additional time off without paying tuition you must disenroll and re-enroll upon your return if space is still available and by paying a new registration fee in full.

For vacation credit at least one week prior written notice is required. To receive a tuition deduction, the child must have attended three months for one-week deduction and six months for two weeks deduction.

WITHDRAWAL FROM THE CENTER

Parents must give one month written notice prior to the withdrawal of their child from the Center. **Parents who do not give one month written will be charged for the month and normal collection policies will apply.**

DROP INS

Drop-Ins will be accepted with 24 hours prior notice on a space available basis only if completed registration information is on file. **Drop in students pay the same day they attend and they must pay the daily rate. No discounts apply for drop-ins.**

LATE PICK UP

One of the things a child fears most is being abandoned. In addition, our staff is scheduled to work during our regular hours of operation only. If you are going to be late for any reason, please notify the Center Director immediately.

If a child remains after 6:00 PM with no word from you, the following procedure will take effect:

1. Call to the parent
2. Call to emergency contacts

After 6:30 with no word from you the staff may at their discretion:

3. Call to the police
4. Call to the Crisis Center, County Social Services and their instructions followed

Late fees: \$1.00/child/minute after 6:00 P.M.

It is preferred that late fees are paid directly to the staff person when you pick up your child. TLC gives all late charges in total to the staff person(s) who has stayed with your child as partial compensation for their time away from home and family and as an incentive to stay late with your child in emergency situations. Late fees not paid will be added to your tuition and treated with the same policies and procedures listed in tuition policies regarding penalties and collections.

Before closing nightly, staff will compare the attendance book to the sign in/out sheets and carefully search the building to make sure all of the children have been picked up.

CURRICULUM/ ACTIVITIES/VIDEO VIEWING

Our **Learning Program** is developmentally appropriate and designed for your child's growth and fun. Daily activities are posted on the bulletin board next to the sign in/out sheets. Areas of learning include **language, music/movement, arts/crafts, math, science/discovery, large and fine motor skills, and dramatic play.**

TV/VCR use is limited to "G" rated or educational features in conjunction with our curriculum, themes, and special activities. As with field trips, parental permission will be requested prior to any video viewing.

SIBLING VISITATION PROCEDURE

Siblings are allowed to visit each other if it helps to ease their transition to school or comforts them in times of stress. For safety and security reasons, visits take place in the younger child's classroom for up to 20 minutes. Then the children are separated so that each of them may enjoy age appropriate activities and avoid feeling as though it is their job to assume the responsibility for caring for each other.

PARENT STAFF CONFERENCES

Children's developmental progress will be formally evaluated each November and May. Parents will be provided with a written Progress Report and will have the opportunity to schedule a formal Parent/Teacher Conference at that time.

The written evaluation you will receive is in the form of a checklist. It is not a "test". We do not create an artificial demand situation in which your child will be called on to perform at the same time as all the other children or for the teacher. Instead, your child's teacher will observe what your child does, or doesn't do, on a regular basis. The emphasis will be on a natural observation, rather than a teacher's demand.

Remember, because we do not test children, there may be behaviors on the checklist that we have not observed. This is not a cause for concern. Although we strive to create a balanced program, your child may prefer one type of activity to another. This is entirely natural. Young children prefer certain activities to others, just as you do. If we continue to fail to see progress in specific skills, we will work with you to encourage your child to "branch out" and try them in order to gain mastery. You are invited to log on to your child's Creative Curriculum portfolio to check your child's progress and add notes as well!

Each child's development is individualistic. One child may be advanced in one curriculum area, while another may need more time. In most cases, early advances tend to balance out over the span of the elementary school years. ***Resist putting extra pressure on your child's development!*** Performance pressure will not help a child achieve mastery. Be encouraging. Young children respond well to praise and attention.

The staff is always available to talk with you about your child's day. Please approach us with any comments or concerns you may have. If we cannot speak to you at length at the time you approach us, an appointment can be made to fit your schedule. That way we can plan for coverage of your child's classroom while you chat with his/her teacher.

TRANSPORTATION

Bus and Van drivers are at least 23 years of age with 7 years of good driving records and CPR/First Aid certification. They undergo training to drive the bus and are subject to random drug and alcohol testing. We include emergency cards for each child in the childcare vehicle. Parents are only a phone call away. All children will be in seatbelts and quietly seated when the childcare vehicle is in motion. Children, who are under 4 years and/or 40 lbs, must have an approved car seat. Children violating these rules may be refused transportation.

Each child shall have on file an Emergency Card so that parents can be immediately notified should any emergency occur while on field trips. The card also authorizes emergency personnel to provide care for your child.

Here is a copy of our van training guidelines so that you will know our procedures relating to riding in a vehicle, seating supervision, and emergency procedures on the road.

BUS/VAN TRAINING GUIDELINES

- Think safety at all times
- Fill out van attendance sheet every time you drive a van
- Turn in the monthly van form the last day of every month
- Please keep the van clean inside and out

- ❑ In the event of an emergency or being stopped by police, all pertinent information can be found below. Remain calm and keep the children safe.

BUS/VAN RULES

1. Seatbelts must be buckled at all times. One child per seat belt.
2. Hands must stay inside of the vehicle at all times.
3. Quiet voices while riding in the vehicle.
4. Do not use the radio when children are on the van.
5. Cell phones are only to be used **only** when the van is parked! Pull over to make a call - let voice mail answer incoming calls.
6. All traffic safety rules are to be obeyed at all times.
7. Only the driver may open and close sliding doors. Children are to wait for the driver to get out and walk around to the door to help them exit.
8. Remember at all times that you are in the public eye. Be cautious and polite!

MISSING CHILD

If a child on your attendance list is not at the school for pick up :

1. Use the van cell phone to call your Director to see if the parent has left word the child will not need pick up
2. If the Center has not been informed of a change, then take the children with you to the school office to see if the child was signed out. If s/he was signed out of school then return to the center.
3. If the child was not signed out of the schools inform the school office that the child is not available to pick up. Call your Director to call the parent. If the child is not readily found, return to the center with a promise to return if the child is found at the school.
4. Follow your normal schedule unless otherwise directed. Your Director will be in contact with the necessary parties to find the child.

VEHICLE FAILURE

1. Get the vehicle as far off the road as possible and keep everyone inside.
2. Turn on the emergency flashers
3. Remove the keys from the ignition, raise the hood, and wait for help.
4. Use the cell phone to call the Center Director. Tell her the problem, your location and direction you are headed in and the number of children with you.
5. Stay with the vehicle and the children. Sing songs, play sit-down Simon Says... to keep the children calm and the group organized.

ACCIDENTS

1. KEEP CALM! DO NOT LEAVE THE CHILDREN FOR ANY REASON!!
2. Use the cell phone to call police and the Center Director
3. See to the safety of everyone first
4. Get the van out of traffic if at all possible—leave the children on the van.
5. Exchange names, address, insurance policy information, and witnesses' names...
6. A complete report must be given to the Center Director upon returning to the Center

INJURIES AND ILLNESSES

1. Call for help if necessary—If serious injuries occur, call 911 first, then your Center Director—the Director will call the parents/guardians from the center so that you can focus on the children in your care
2. Give proper first aid until emergency help arrives
3. NEVER let any people without training treat the children in your care
4. Use Van Emergency cards to contact parents as necessary

FIELD TRIPS

Teacher will occasionally plan a field trip when it supports the curriculum. Advance notice of all trips will be posted in weekly activity plans. Parents will always be notified in advance, and must give written permission and pay any fees for their child(ren) to participate. Activities will be age appropriate, limited to 3 hours, and to areas easily allowing supervision of all children by staff at all times. An accurate itinerary will always remain at the center as well as a list of all children and staff on the field trip. The staff-child ratio found at Section 7.702.55 of the Colorado Rules Regulating Child Care Centers will be maintained at all times. When possible we will use parent volunteers to support field trips as additional chaperones.

We emphasize "in-house" field trips including guest speakers, gymnastics, dance, computers, and drama. Please note during Field trips, "in-house, and out, or during any other "special activity" children will be actively supervised at all times **by the center staff**. **Parents should notify the Director, in writing, if there is a scheduled activity that their child may not participate in.**

REST TIME

Each full time toddler/preschool child will have the advantage of an afternoon nap or rest time. Children will sleep on sanitized cots provided. Children who do not fall asleep will be provided a book or quiet toy.

For the children's health and comfort parents must bring a crib sheet and blanket labeled with their child's name, which is to be taken home each Friday, washed, and returned each Monday.

MEALS AND SNACKS

A balanced, nutritious, state monitored food program will be offered. The Centers serve breakfast, lunch and an afternoon snack. Parents are welcome to join us for a "lunch date" with their child. Please let us know that morning. Weekly menus are posted. Approved changes to the menu occur when the kitchen cannot obtain a particular item.

All of the Centers follow USDA nutrition guidelines. Some centers are enrolled in the USDA Child Care Food Program. If your child is attending one of these centers, a letter is attached explaining the entire food program and you will be requested to provide confidential financial information. Please return this form with your registration forms so that we can continue to be in compliance and participate fully in the food program.

Be sure to notify staff members of any allergies or special diet information your child may

have so we can have a substitute available. If your child has allergies, we will need a permission form signed by you in order to post your child's allergy information.

DIAPERING/TOILET TRAINING

Parents must provide disposable diapers and disposable wipes for their child. The Center changes all diapers on a schedule and as needed basis.

If you fail to provide diapers and/or wipes for your child, it will be handled in the following ways:

1. You will be called at work to bring items to the center for your child. Until you have replenished your child's diaper supply, you will be charged \$1.50/diaper
2. If you like, TLC will supply the items for your child and charge you the following rate:
 - \$7.00 for wipes/month
 - \$33/month

Potty training is a big step and we want your child to be successful, which is why we will not begin the task until you are ready to do so at home. We wait to begin potty training until the child reaches 18 months of age **and** demonstrates an interest.

When toilet training begins, a large supply of cotton training pants are recommended. Disposable diapers that "pull up" are handy at home - especially on trips or at night. But at the center, we don't mind changing your child's clothes at all. In fact, we find that children who use cotton "trainers", have a speedier success and completion rate when potty training.

Children are toilet trained with reminders and positive verbal reinforcement. We will give stickers at your request, however, please **do not** bring food rewards for potty training. Children will not be punished for "accidents".

WEATHER POLICY

The children will be given the opportunity to play outdoors daily unless temperatures are below 20 degrees or above 95 degrees. Please provide appropriate clothing and protection for your child. Provide a note to your Director if your child is not to go outside on any particular day.

PERSONAL BELONGINGS

An ample supply of toys and equipment are provided at the center for your child's use. It is appreciated if children's personal possessions (with the exception of security items such a blanket or teddy bear) are NOT brought to school. **If toys and money are brought to the Center they are the responsibility of the child.**

All personal effects, such as backpacks, books, coats, etc., are to be labeled with the child's name, and placed in the child's cubby or basket until leaving with the parent. **We assume no responsibility for lost items or unmarked clothing.**

Children should wear sturdy shoes and comfortable play clothing. Remember that while children are at the center they are "at work". Their job is to explore, run, move about, and try new things - stuff that can sometimes be messy! While every effort will be made to

protect children's clothing, the center will not be responsible for stains or wear and tear on clothing.

All children, regardless of age, must have a change of clothes at the Center to be used in case of spills or "accidents". A crib sheet and blanket must also be provided. These should be clearly labeled and taken home weekly to be laundered.

MEDICATION POLICY—Thomas Learning Centers, Inc. is in compliance with Section 12-38-132 C.R.S. of the Nurse Practice Act, as per Colorado Rules and Regulating for Child Care Centers 7.702.41 R

Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in school, child care or camp. Whenever possible, the first dose of medication should be given at home, to allow parents to observe if the child has any type of reaction.

The following requirements must be met before administering medications.

- Written authorization from the health care provider.
- Parent written authorization
- Medication in the original labeled container.
- Documentation
- Proper care and storage of medication

Nebulized medications and emergency injections ([EpiPen®](#)) require an individualized health care plan completed by the RN consultant and/or the child's health care provider. These medications are delegated and supervised by the RN on an individual basis.

Parents are responsible for providing all medications and supplies to the school/child care program. Children may not transport medications to and from school/childcare; this includes medication left in a diaper bag or backpack. Special arrangements must be considered for children attending camp programs.

Program staff involved in medication administration receives special training and is supervised by a nurse consultant.

Program staff is not authorized to determine when an "as needed" medication is to be given. Specific instructions are necessary. For children with chronic health conditions, this can be determined in collaboration with the consulting registered nurse.

Program staff may not deviate from the written authorization given to them from the health care provider. Program staff must count and record the quantity of controlled substances

(e.g., [Ritalin®](#)) received from the parent or guardian.

Medications that have expired or are no longer being used at the center will be returned to the parent or guardian. If the medicine has not been picked up within one week of the date of the request, then medication must be disposed of per program medication administration procedure.

In order for the Center Director to administer medication, **it must be signed in daily by the parent.** A medication sign-in book is available at each Center. **Parents will need to provide a note from the child's doctor for ALL medications (over the counter, prescription, or alternative).** Parents need to inform the Center of any and all medications being taken by the child. This information can be provided on the Registration packet page that gives the Center information about your child. **NO MEDICATION IS TO BE KEPT IN THE CHILD'S BACKPACK, POCKET OR BASKET. ALL MEDICATION MUST BE CHECKED IN WITH THE CENTER DIRECTOR.**

DISCIPLINE

Thomas Learning Centers view discipline as the opportunity to facilitate children's growth in self-help skills, problem solving, and decision-making. Therefore, the following steps are taken so that children experience nurturing aid rather than punishment.

1. **Physical Management:** Interest Centers are stored and arranged to promote children's interest and ability to learn through discovery.
2. **Staff Training:** All staff members are given on-going training in child development, curriculum and behavior management.
3. **Redirection of Misbehavior:** Redirection is the first step used to curb misbehavior. The child is given appropriate choices.
4. **Time Out:** Time Out is used as an opportunity for the child to regain control. Time out is limited to sitting for no longer than one minute per year of the age of the child. An integral part of time out is individual attention. Before rejoining the group, the child must understand what behavior led to time out. More importantly, the use of time out is to provide the child a chance to learn alternative behaviors through brainstorming and role-playing with adult in charge.

Discipline is about learning- NOT PUNISHMENT. Therefore corporal or other harsh punishment is never an option at Thomas Learning Centers. Food is not used as a treat and it is never withheld to punish a child. We do not humiliate or frighten the children entrusted to our care!

Parents are responsible for their children whenever parents are on the daycare premises. Please do not allow your child to leave the building without you while you sign him/her out or chat with staff! Parking lots are dangerous for unaccompanied children

A special note to parents of toddlers: Toddlers may sometimes experience behaviors that are unique to their age, development and the fact that they are learning how to interact with other children. Biting is an excellent example of this. This is a natural phenomenon (due to

teething, impulsiveness and lack of self-control, need to make a fast impact, excitement and over-stimulation, or frustration) that has virtually no lasting developmental significance except that it is occurring in a group care setting. It is NOT something to blame on children or their parents, or their teachers! A toddler who bites is not on a path towards being a discipline problem, a bad person or a cannibal! And while we make every attempt to prevent incidents of toddler hitting or biting, sometimes it does occur.

If your toddler hits or bites, he/she will be isolated from the other children. The teacher will talk to him/her about how much biting hurts others. You can expect to be informed of the incident. If it occurs again you will be asked to work with your child at home if possible - teaching empathy is the name of the game! Further incidents will result in the center asking you to be sure that he/she is not having medical issues that can lead to things like biting such as teething and/or ear infections. Please work with your director to alleviate the problem.

If your child is hit or bitten you will be informed of the incident. You will not be informed of the name of the child who did it. Rest assured that we want your child to be safe at all times and that we are working diligently with the other child's parent to prevent any further "owies".

For all families: In the case of special or ongoing behavior problems parents will be asked to a conference with the Director and the child's teacher in order to develop a behavior plan that best suits the child's needs. This will include an evaluation of the plan to determine if the child and center's needs are being met.

Malicious destruction of toys and property on the Center premises will require an agreement for splitting the cost of repair or replacement.

SUSPENSION/REMOVAL OF CHILD FROM CENTER

Our programs are designed with the child in mind. They are fun, exciting and stimulating in order that the children are too busy to have serious conflicts. Conflict management skills are incorporated in the program so the children are more likely to use their words. On occasions when conflict does happen, redirection and logical consequences are used. We incorporate conflict resolution, building self-esteem, and self-discipline into our program.

Our discipline policies will be enforced at all times for the safety and well being of all children.

Specific behavior potentially leading to suspension/removal of children from the Center includes knowingly committing violence to persons or property, regular/excessive use of foul language, threatening behavior, or refusal to remain at the Center.

For older children the following procedures will be used:

FIRST VIOLATION causing destruction of property or harm to a person may result in "in house" suspension for 1 to 3 days.

SECOND VIOLATION will result in suspension from the program for 1 to 3 days.

THIRD VIOLATION will result in termination of the child from the program.

The Center reserves the right to discontinue care for children who continue to behave inappropriately with one week written notice to the parents/guardians.

LOCATION/IDENTIFICATION PROCEDURE

To avoid the possibility of a "lost child", staff will always know the whereabouts of every child. We:

1. Take and record accurate attendance
2. Do regular head counts of the children
3. Constantly monitor all areas of the Center
4. Report unknown absences to the Director
5. Remind parents to sign in/out daily
6. Call the parent immediately if a child is unaccounted for at the center or public school bus stop
7. Keep children in sight at all times, including field trips, playground, etc.

When dropping children off or picking them up, if the group is not in their regular area, parents should check the posted daily schedule for the children's whereabouts. When dropping a child off, the parent is required to sign the child in and to bring the child to a Center staff member before leaving.

If a child is lost the staff will:

1. Immediately inform the Director
2. Conduct a search of the building
3. The Director will immediately inform the child's parent/guardian
4. The Director will immediately inform the police

INJURY/ACCIDENT/ILLNESS PROCEDURES

ILLNESS:

1. If minor symptoms, the child will be monitored and an "Under the Weather" report will be prepared to inform the parent. Parents will be called to allow them to choose a course of action.
2. Vomiting, diarrhea, fever over 100 or an undiagnosed rash will result in immediate, supervised isolation while awaiting pick up. Parent notification will be as directed in the child's file.
3. Children **may not** be left in our care if ill when they arrive.
4. Children sent home 2 consecutive days for the same symptoms must provide a doctor's note to be readmitted to the center.
5. To prevent infecting others, children who are prescribed antibiotics for common illnesses must have taken them for 24 hours before returning to the center.

If your child comes down with a communicable disease or condition, such as chicken pox, head lice, etc.—let the center staff know the details. We send health alert letters home with the other children who may have been exposed. If your child has been treated for head lice, a designated staff person must check the child's hair to be sure there are no Nits before readmitting the child to the center. **ALL CENTERS HAVE A "NO NIT" POLICY**

The following diseases must be reported to the Department of Health:

Hepatitis	Meningitis	Salmonella	Shigella	Measles	Mumps
Diphtheria	Rubella	TB	E-Coli	Giardia	

If you or any member of your family contracts one of these diseases, you must report it to the Center Director immediately. The Director will report it to the Department of Health. The center will follow the Department of Health's recommendations and regulations regarding procedures to be followed, parent notification, and the return of your child to the center.

HANDWASHING: Please wash your child's hands when you drop him/her off for the day. Frequent hand washing with soap and water is the best prevention of the spread of disease. Children and adults need to wash hands before preparing or eating food, before and after dirty play, after handling animals, toileting, and coughing and wiping noses. We ask all adults to set good examples and teach children to wash hands by modeling it themselves as they show children how. If you visit in the classroom with your child, we ask that you also model hand washing. Please wash your hands when entering the classroom if you plan to stay awhile.

INJURY/ACCIDENTS

Certified CPR/First Aid staff members administer proper procedures.

- MINOR:** Cause of injury will be documented for parents and child will be monitored. Staff will administer basic first aid appropriate to the situation.
- MAJOR:** The parent will be contacted immediately and their instructions followed. CPR/First Aid staff will remain with the child at all times. If the parent is unavailable, the child will be taken in a child care vehicle or emergency vehicle to the nearest care facility and professional advice will be followed.

EMERGENCY PROCEDURES

SNOW/BLIZZARD

We will be open, if possible, every day. Parents should call to be sure someone is there on days the Elementary School District is closed in order to confirm that we are open and that staff has arrived. In case of poor weather conditions or emergency, please stay tuned to KOA Radio on your AM dial. They will announce school closings and/or emergency situations. **There is no tuition deduction for snow days** (there have only been 2 in 28 years!)

If the public school closes mid-day, we will care for EVERY child on our enrollment list, including drop-ins. Each parent will be called and notified their child is at the Child Care Center. Please notify the elementary school and TLC in writing of snow day care provisions if other than our center plan.

FIRE

Pull stations will be utilized and alarms will be sounded. The Fire Department will be notified and children evacuated in an orderly manner as practiced in monthly fire drills. Attendance books are taken with the children to confirm the safety of each child.

In the event there is no phone service, please go to the nearest Thomas Learning Center for information or call 303-639-5977 (main office).

TORNADO

If emergency warning sirens sound, all children will be calmly taken to the area posted for tornado safety to wait until the danger has passed. Staff will bring attendance books and sign in/out sheets so that no child is left behind.

OTHER EMERGENCIES

If, at any time, a parent cannot reach the center by phone or arrives to find the center closed during normal business hours, please call 303-639-5977 immediately for information. In the event of an emergency, children will be transported in a childcare vehicle to the nearest TLC. For information and directions, you may call the main office at 303-639-5977.

RELEASE OF CHILDREN

Children will be released to only those people authorized by the parent on the registration form or through written permission. Release does not include spouses of authorized persons. Please list each separately. In an emergency, the child may be released to an adult for whom the parent or guardian has given verbal authorization. It is the parent's responsibility to inform authorized persons of our guidelines.

All persons unknown to staff will have ID checked. If an unauthorized attempt to pick up your child is made, you will be immediately notified. No child will be released unless verified by the parent who has enrolled the child in the center.

If one of the child's parents is not allowed to pick up the child from the center, there must be a copy of court custody agreements in order for us to be able to intervene with non-custodial parents.

ARRIVAL/DEPARTURE PROCEDURES/LATE ARRIVALS/ABSENCES

For safety and security, you must bring your child in when dropping him/her off, and come in when picking him/her up. **The child must be signed in and out daily.**

If you arrive late with your child, check the daily schedule posted next to the sign in/out sheet and proceed to the area indicated. If the group is on an excursion, you may drop your child off at the field trip site. Be sure to notify the staff of your child's arrival.

**DO NOT LEAVE YOUR CHILD AT THE CENTER UNATTENDED
TO WAIT FOR THE GROUP'S RETURN**

If your child is absent, please call the center. We care about your child and want to know when to expect him/her back. If we do not hear from you for one week, we must withdraw your child from the program. It will be necessary to re-register to re-enroll.

VISITORS TO THE CENTER

All visitors are asked to sign in with their name and address and to state the purpose of the visit. They will also be asked to provide at least one form of identification, which will be recorded on the sign in sheet.

FILING A COMPLAINT

If a problem should occur, it is hoped the parent will speak to the Director, or call the Executive Director (303-639-5977). Every effort will be made to rectify the problem.

For information on filing a complaint with the State of Colorado, please read the letter from the State attached to the Parent Guidelines.

CHILD ABUSE--MANDATORY REPORTING

It is the Center's intent to work with and support families in all areas. Please let us know how we can help you.

In compliance with the Colorado Department of Human Services, Division of Child Care, the center staff is mandated to report all cases of suspected abuse (physical, emotional, or sexual) or neglect. The following situations would require a report by the staff:

- Unexplained marks or bruises on a child or marks that seem unlikely to have occurred as explained.
- Marks or bruises on a child that were caused by physical punishment
- Reports by the child of abusive or neglectful treatment
- Observation by the staff of verbal or physical abuse, or neglectful treatment
- Failure by parents to obtain appropriate medical care for their child.

THOMAS LEARNING CENTER PRACTICES

PLEASE GET INVOLVED!

No one influences children more than their parents.

You have chosen to trust your child to our care, and we regard that trust as a sacred responsibility. We endeavor to provide an environment in which children work to their potential and prepare for school years. The teacher of your child is a specialist in your child's age, and has the education and experience to be of service. But to your child, our influence is secondary.

When you have a moment, why not ask our teaching team about your child's lesson plan? We prepare these plans with your family in mind. Every day, we can suggest new activities that extend the lesson material into your home. We'd like your involvement. We offer your family a method - - but it is in your home that it becomes meaningful. You might discover that child's play precedes enthusiasm about school.

SO, WHAT CAN I DO?

There are many wonderful opportunities for parents to participate in our childcare center. There is a time-honored tradition of parent helpers supporting our teaching team. Your involvement can make the difference between a good program, and one that shines with excellence.

Give to your children's center in effort and attention. If you wish, you may work as a volunteer in the classroom, or take small jobs home, e.g.: paper cutting, poster making, etc. We always appreciate help on "special days" (such as holiday feast days), with the set-up, serving and clean up.

In the past, parents have helped organize events, baked special requests, helped with playground refurbishing...

We really count on all our parents to participate in some aspect of our school. We need your help! There will be sign-ups throughout the year to give you the opportunity to help.

We do a number of fundraising events throughout the year. Please remember that your child care center may offer holiday gift ideas that will be appreciated by your friends, and will help your center by additional equipment for your child's classroom. Your support of these activities is essential to the acquisition of new equipment.

Thank you for your participation in making our child care center a great place to be. You can certainly help improve our programs. As a side benefit, your child's self-esteem may be enhanced when she knows that you fully support this program.

Here are some ways that you might be able to help your child care center:

Artistic Help	Baked Goods	Carpentry	Classroom Help
Cutting Paper	Library Help	Musical Help	Office Help

Set-up/clean up for special programs	Organization	Outdoor Work
Party		
Parent Education Nights	Fund Raising	Teacher's
Helper		
Santa Claus Visit	Sewing	

Hey, hey, hey, don't throw that away...

To help us keep our supply of interesting craft material, we would greatly appreciate you saving any bits and pieces you feel may be of use to us. These may include:

Aluminum Dishes	Aluminum Foil	Artificial Flowers	Birthday Cards
Blotters	Burlap Scraps	Calendars	Candles
Cardboard Boxes	Tissue/Paper Towel Rolls		Cellophane
Christmas Cards	Computer Paper	Corks	Egg Cartons Egg
Shells (cleaned)	Envelopes	Fabric Scraps	Feathers
Felt Scraps	Fur Scraps	Milk Cartons (rinsed)	Glitter
Ice Cream Buckets	Lace Scraps	Large Boxes	Leather Scraps
Magazines	Mailing Tubes	Margarine Containers	Matchboxes
Material Scraps	Muslin	Neckties	Net Bags
Old Dress Up Clothes	Paper Doilies	Paper Plates	Plastic Bottles
Plastic Containers	Plywood scraps	Postage Stamps	Ribbon Scraps
Sandpaper	Sea Shells	Seeds	Sequins
Shirts (for painting in)	Shoe Boxes	Small Boxes	Socks (for Puppets)
Sponges	Styrofoam meat trays	Thread/Yarn spools	Tinsel
Wallpaper Scraps	Buttons	Shoes	Film canisters

Our Early Childhood Education Program

Thomas Learning Centers provides a developmentally appropriate method of presenting areas of learning in an environment that encourages self-discovery, mastery, and an acceptable level of challenge. When your child participates in a developmentally appropriate program over a course of several months, you will begin to see new words and ideas coming from your child! Self-esteem will thrive when your child masters the pre-academic skills that are required for grade school success.

A **developmentally appropriate program** is a program that allows children to proceed past the classroom average, or to take additional time to master an activity. We are able to offer this through the learning center format of most of our classrooms. During center time, young children make their own activity choices. The teacher helps to facilitate new interests, encourages greater language skills, and offers stimulating choices.

The center choices contribute to a broad base of knowledge important to young children. When a child regularly works through a balanced program that includes all areas, he will gain a breadth of knowledge that will come to be expanded with each new exposure. Please check the lesson plan, posted weekly by the sign in/outs, for your child's class to see what is happening in each area of learning.

Children learn through the environment in a classroom that uses the learning center format. A well-designed classroom will have ample choices that invite touching, holding, pouring, and transforming. Ask your child's teachers about the learning centers open to your child.

Each learning center has a purpose:

language centers: promote vocabulary, pre-reading skills, listening skills, and cognitive versatility, reading enjoyment, book experience and word meaning.

math centers: advance number recognition, number concepts, pre-math skills, sorting and sequencing

science centers: help the child to have a better understanding of their environment, seasons, weather, day night, soil, water, animals...

art centers: further the child's creativity, small motor skills, eye-hand coordination, self-expression and decision-making

music/movement centers: support the child's sense of rhythm, large motor skills, music enjoyment, social skills, often having a cognitive balance by teaching colors, shapes, numbers, sequencing and spatial concepts

large motor centers: stress coordination throughout the whole body, balancing, eye-body coordination, and basic exercise.

small motor centers: promote eye-hand coordination, sorting, sequencing, pre-writing skills, creativity, logical thinking skills, and hand development

dramatic play centers: encourage social skills, cognitive thinking, vocabulary, reasonable thinking, problem solving, creativity, self-image, imagination, and self-expression.

Self-discovery is an important part of our program. The child learns through interaction with the equipment and materials in the environment. Very little learning can occur with young children through lecture or demonstration. The child must directly experience the classroom equipment through hands on activities to have a firm grasp on the concept.

Mastery occurs when a child has made repeated attempts at an activity. Most of us need to do something more than once to feel good about our competence at doing it. The classroom encourages a child to come back on another day to repeat his experience, or perhaps to try it again another day. We want children to repeat activities until they can show us clear mastery.

Your child's teacher will present varied activities that offer **an acceptable level of challenge** to your child. We want your child to get ready for school, but don't want him to be overwhelmed. Good learning will take place in a stimulating environment. Teachers will gradually make an activity more and more complex when a child shows that he is ready.

A good program makes the difference between a satisfactory childcare environment, and a pre-school. Good childcare might be acceptable for a few hours, but your child should be receiving a stimulating, age-appropriate education when many hours of care are involved.

Thomas Learning Centers strives to design a broad base curriculum covering the needs of the whole child. We want your child to start school ready to learn.

Ready to Learn???

Following is a list of achievements that arise out of an enriching play/learning program that indicate readiness to tackle the challenges of an academic oriented program:

- Personal Habits:** dresses self, including buttoning, zipping, and buckling
takes care of toilet needs, washes own hands
feeds self an entire meal
- Pre-Reading Skills:** knows the correct way to hold pencil, crayon, and scissors
recognizes, prints own name, capitalizes only first letter
- Motor Development:** rolls, throws, and catches a large ball
goes up and down stairs correctly
runs, jumps, hops, swings, and gallops
- Speech:** establishes direct eye contact when speaking to another
speaks so others can understand
is able to speak in complete sentences
is able to express needs and wants clearly
is able to listen and retell a story in own words
- Social:** enjoys playing with other children as well as alone
able to leave parents to stay with another adult and/or group of children
is willing to obey and follow directions given by adults
respects rights and belongings of others
is able to follow 2 to 3 step directions
understands the ideas of sharing and taking turns
shows proper emotional control

Dear Parent:

Your child was recently enrolled in a childcare program licensed by the Colorado Department of Human Services. The license indicates that the provider has met the standards needed to operate a licensed child care facility including:

- * Written policies and procedures for parents
- * Communications, emergency and security procedures
- * Personnel requirements for education, experience, training, and supervision
- * Child Care Service requirements including procedures for admissions; health care; personal hygiene; physical care, food and nutrition; discipline; overnight care; field trips and transportation; holiday schedules; and fee policies.
- * Activities
- * Equipment and materials
- * Facility requirements
- * Fire and other safety requirements
- * Children's records
- * Administrative reports and records

Your provider's childcare license, Business and Excise License should be posted and available to see at your request. Copies of the most recent fire, health, and licensing inspections are also posted.

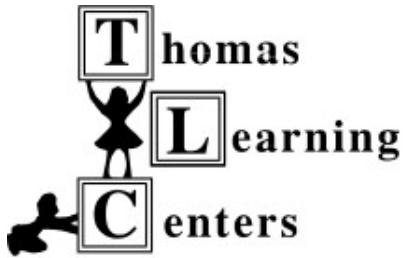
In addition to the above standards, all licensed childcare providers are required to report suspected physical, emotional, or sexual abuse of any of the children in their care.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

ADAMS COUNTY	BOULDER COUNTY	ARAPAHOE COUNTY
303-412-5217	303-441-1240	303-795-4825
DENVER COUNTY	EL PASO COUNTY	JEFFERSON COUNTY
720-944-3666	719-444-5538	303-271-4357

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult the **Colorado Division of Child Care at 303-866-5958**

Mailing address for Colorado Division of Childcare is:
Colorado Department of Human Services
Division of Child Care
1575 Sherman St., First Floor
Denver CO 80203-1714



TUITION RATE SHEET

Effective September 1 2009

Annual Registration Fee: \$50 (\$25/additional children)

Infants: 6 weeks to 12 months (where available)

Full Time Weekly	975.00/month
4 days/week	855.00/month
3 days/week	639.00/month
2 days/week	436.00/month

Toddlers: 12 months to 3 years

Full Time Weekly	853.00/month
4 days/week	724.00/month
3 days/week	570.00/month
2 days/week	407.00/month
Each additional day above your contract	50.00/day
↑↓	
5 half days/week (<4hours)	857.00/month
4 half days/week (<4hours)	686.00/month
3 half days/week (<4hours)	514.00/month
2 half days/week (<4hours)	343.00/month

Private Preschool / Kindergarten and Enrichment, 2 ½ years to 5 years

Full Time Private Preschool or Kgtm	778.00/month
4 days/week	648.00/month
3days/week	486.00/month
2 days/week	348.00/month
Each additional days above your contract	45.00/day
↑↓	
5 half days (<4hours)	857.00/month
4 half days (<4hours)	686.00/month
3 half days (<4hours)	513.00/month
2 half days (<4hours)	343.00/month

Preschool ONLY 9 AM to 11:30 AM

2 days/week/ month	171.00/month
3 days/week/month	221.00/month
4 days/week/month	287.00/month
5 days/week/month	353.00/month

**Kindergarten Before and After Wrap-Around Transportation and Care
AND Before and After 1st-5th Grade Care and Transportation**

Before and After Kgtn Full Time	728.00/month
4 days/week	410.00/month
3 days/week	555.00/month
2 days/week	370.00/month
Each additional day beyond your contract	18.00/day
Kgtn Before School Only Full Time OR	246.00/month
Before School Only 1 st -5 th grade	
4 days/week	204.00/month
3 days/week	153.00/month
2 days/week	111.00/month
Each additional day beyond your contract	7.00/day
After AM Kgtn Only Full Time OR	607.00/month
Before PM Kgtn Only Full Time	
4 days/week	482.00/month
3 days/week	361.00/month
2 days/week	246.00/month
Each additional day beyond your contract	13.00/day
After PM Kgtn or 1st- 5 th grade Only	366.00/month
Full Time	
4 days/week	296.00/month
3 days/week	223.00/month
2 days/week	149.00/month
Additional time beyond your contract	10.00/ day
Before and After School grades 1-5	486.00/month
4 days/week	409.00/month
3 days/week	306.00/month
2 days/week	204.00/month

Miscellaneous

CCAP families accepted Occasional fees for optional activities
 \$7.00 weekly transportation fee
 Late fees: \$1.00/min. after 6:PM

**Tuition is due monthly the first working day of the month.
 If 2 monthly payments are made they are due the 5th and the 20th.
 If tuition remains unpaid by the 5th and or the 20th you will be charged a \$75.00 monthly late
 fee and your child may not be accepted for care until payment is received!**

**REMEMBER: YOUR MONTHLY CHARGE IS BASED ON YOUR CONTRACT.
 EXTRA DAYS ARE AN EXTRA CHARGE. THERE ARE NO DISCOUNTS FOR
 MISSED DAYS BEYOND ALLOTTED VACATION DAYS.**

\$50.00 RETURNED CHECK FEE. VISA, MASTERCARD ACCEPTED

