



Small Fries Preschool 2019-2020 Parent Handbook

CITY OF LOVELAND

Parks and Recreation Department ♦ Chilson Recreation Center
700 East 4th Street ♦ Loveland, Colorado 80537 ♦ www.CityofLoveland.org



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Program Mission & Teaching Philosophy

Mission

Our mission is to lay a foundation of diverse abilities unique to each child, which will promote critical thinking, nurture self-esteem, and instill a love of learning.

Teaching Philosophy

Small Fries Preschool is a part day early childhood program for children ages 3 - 5 years old. We provide a secure & comfortable learning environment for your child to discover and cultivate his/her own unique abilities & interests by creating a developmentally appropriate atmosphere of stimulation, opportunity, and discovery.

Classroom teachers utilize the *Colorado Early Learning and Developmental Guidelines* to develop both individual and group lesson plans. Our curriculum includes a balance of structured, teacher-led lessons and play-based, child-directed activities. Our style of intentional planning provides a comprehensive approach to each child's unique social, emotional, cognitive, creative, and physical development.

Children develop readiness skills in all areas of development through quality interactions with both adults and peers in the classroom. We teach self-regulation & self-esteem through respect for ourselves, each other, our belongings, and our environment. Children learn conflict resolution & problem solving skills through positive guidance and behavior modification strategies.

Our Early Childhood Teachers maintain educational & professional certifications awarded by the State of Colorado's Office of Early Childhood. Teachers complete annual training hours related to the health, safety, and education of children prior to each school year. Using a co-teaching approach, teachers conduct observations & assessments of each child throughout the school year. Lead teachers host annual conferences with each child's family in order to provide a comprehensive understanding of each child's developmental learning process. Knowledgeable & compassionate staff strive to provide your child with a successful early learning experience.

Contact Information

Preschool Classroom: Call (970) 962-2494 to leave us a voicemail regarding illnesses and/or absences. We will check voicemails prior to the start and at the end of each class.

Chilson Center Front Desk: Call (970) 962-2458 to reach us immediately in the event of an emergency or to pass along information regarding the release of your child.

Senior Recreation Coordinator (Program Supervisor): Sarah Gagne, CPRP. Call (970) 962-2467 or email sarah.gagne@cityofloveland.org with questions regarding registration, enrollment or billing, or for general program questions, concerns, or feedback.

Enrollment Procedures & Requirements

Prior to enrolling, prospective families are encouraged to schedule a time to meet with program staff and tour the facility. During the tour, teaching philosophies, curriculum goals, and classroom schedules and routines are discussed. The Parent Handbook is also available for review.

Registration for each Fall Session begins early in the calendar year. All class spaces are filled on a first-come, first-serve basis. Families enrolled in the previous Spring Session are given a Priority Registration in January. Remaining spaces are then available to the public in early February. Exact dates are listed in the Recreation Department's Activity Guide. Completed Registration Forms must be submitted in-person at the Chilson Center along with a \$30 non-refundable Registration Fee. Families who are not able to enroll in the class of their choice due to lack of availability will be placed on a waiting list. Class spots are filled as soon as they become available based on the order of those enrolled on that class' waiting list.

Following registration, a full packet of Enrollment Forms will be distributed to all participants. All registration forms must be completed, signed, and returned by designated due date(s). This includes but is not limited to the following:

- **Small Fries Preschool Enrollment Forms**
- **General Health Appraisal Form** (requires parent AND physician signatures)
- **Certificate of Immunization and/or Medical/Non-Medical Exemption Forms**

In order to ensure success of the Small Fries program, any child enrolled and in good financial standing at the end of the Fall session will be guaranteed a space in the consecutive Spring session (Jan-May).

IMPORTANT PRE-REQUISITES FOR ENROLLING IN SMALL FRIES PRESCHOOL:

Thompson School District requires that children entering Kindergarten must turn 5 years old by October 1st of the year they attend. Therefore:

- Th/F Preschool students must turn 3 years old by October 1st of the current school year in order to enroll, however those children who turn 3 years old between the 1st scheduled day of school and October 1st cannot attend until they turn 3 years old.
- M/T/W Pre-K students must turn 4 years old by October 1st of the current school year in order to enroll in Pre-K classes. Those who do not turn 4 until after October 1st are encouraged to enroll in Th/F Preschool classes.

Diapering facilities are not available in Small Fries. Therefore, ALL children enrolled must be fully toilet-trained prior to attending school. Any exceptions must be approved by the Program Director, and parents/guardians may be asked to remain on-site in the event that diaper changing is needed.

Program Schedules

The 2019 – 2020 Small Fries school year begins Tuesday, September 3, 2019 and ends Friday, May 22, 2019. The Small Fries Preschool Program generally follows the Thompson School District Calendar for district-wide holiday breaks and other school closures including teacher work and training days, and parent/teacher conferences. These dates are subject to change per the Thompson School District annual calendar. Please refer to monthly classroom newsletters and calendars for specific dates.

The following is a list of important school closure dates for the 2019-2020 school year:

- **Monday through Friday, August 26 – 30, 2019:** Chilson Rec Center Closure
- **Monday, September 2, 2019:** Labor Day
- **Friday, October 4, 2019:** Teacher Work Day
- **Wednesday October 9, 2019:** Fall Parent/Teacher Conferences for Pre-K classes
- **Friday, October 11, 2019:** Fall Parent/Teacher Conferences for Preschool classes
- **Wednesday-Friday, November 27-29, 2019:** Thanksgiving Break
- **Monday, December 23, 2019 - Friday, January 3, 2020:** Winter Break
- **Monday, January 20, 2020:** Martin Luther King, Jr. Day
- **Monday, February 17, 2020:** Presidents Day
- **Wednesday, February 26, 2020:** Spring Parent/Teacher Conferences for Pre-K classes
- **Friday, February 28, 2020:** Spring Parent/Teacher Conferences for Preschool classes
- **Monday-Friday, March 16-20, 2020:** Spring Break
- **Monday, April 20, 2020:** Teacher Work Day

Small Fries Preschool class times are as follows:

- M/T/W AM Pre-K (4-5 years) class: 9:00am – 11:30am
- M/T/W PM Pre-K (4-5 years) class: 12:30pm – 3:00pm
- Th/F AM Preschool (3-4 years) class: 9:00am -11:30am
- Th/F PM Preschool (3-4 years) class: 12:30pm-3:00pm

School Closures & Cancellations

Small Fries Preschool follows Thompson School District for closures due to weather or other emergencies. Parents/guardians should visit the school district website at www.thompson.k12.co.us to view immediate notifications of Thompson School District closures, cancellations, and late starts. Parents/guardians may also choose to refer to local news channels for notifications, or call the Chilson Center Front Desk at (970) 962-2383 prior to coming to class on days when weather cancellations may be possible.

Program Session Fees & Tuition Payments

An annual \$35 per child, non-refundable Registration Fee is due at the time of enrollment. This fee covers administrative costs of record filing, data reporting, and household account management throughout the entirety of the August-May school year.

Session fees for both Fall & Spring Sessions may be paid all at once or divided into monthly tuition payments. All monthly tuition payments are due by the first of each month, August through December (Fall Session) and January through May (Spring Session). All Fall session fees must be paid in full by December 1st in order for a child to be re-enrolled in the following Spring Session.

Session fees are based on the actual number of classroom days scheduled. Preschool fees are based on \$14 per scheduled class and Pre-K fees are based on \$16 per scheduled class. When classes are cancelled due to inclement weather, no refunds or household credits are given. Pre-K class fees are higher due to increased staff time spent on observational assessments needed in preparation for Kindergarten. Pre-K students also participate in a wider variety of enrichment opportunities such as gymnastics and visits to the Public Library in order to observe them in a broader spectrum of environments for these assessments.

Fall 2019 Tuition Fees have been set as follows*:

M/T/W Pre-K Classes:

- There are 46 scheduled classroom days. The full Fall session fee of **\$736** can be paid in full at any time or can be broken down into 5 monthly installment payments of **\$147.20**.

Th/F Preschool Classes:

- There are 27 scheduled classroom days. The full Fall session fee of **\$378** can be paid in full at any time or can be broken down into 5 monthly installment payments of **\$75.60**.

***Spring 2020 tuition fees will be set once the City of Loveland 2020 budget has been adopted. Families will be notified immediately of any fee structure changes.**

Withdrawal Procedures

We depend on your child's continued enrollment for a successful school year, however we do understand that unexpected events happen in life which may require you to cancel your child's enrollment in the preschool.

Prior to a formal withdrawal notification from a family to Small Fries, parents/guardians or family members are first encouraged to first discuss any upcoming changes or potential concerns with the Program Director. A meeting may be scheduled to discuss whether accommodations can be made in order to maintain your child's enrollment. We strive to meet the needs of each and every family

enrolled in the program, and wish for a positive relationship with our families that will result in a successful school year for your child.

Formal withdrawal notifications must be received in writing, and must be received 4 weeks in advance of your child's final day in the program in order for a full refund request to be approved. Refer to the Refund Policy section below for more details.

Refund Policy

Should you need to withdraw your child from the program prior to the end of the session for which your child is enrolled, please note the following:

- All withdrawal and refund requests for the Small Fries Preschool program require a 4 week written notice.
- Any tuition payments still due at the time of withdrawal will be prorated to reflect the remaining 4 weeks from the date the written statement is received.
- The \$30 Registration Fee is non-refundable and will not be refunded for any reason.

Services Discontinued

Small Fries Preschool reserves the right to withdraw a child and discontinue services if:

- Parents/guardians refuse to or are unable to meet full tuition obligations.
- Parents/guardians fail to provide the required medical forms and immunization records prior to specified due dates.
- Extreme behavior problems exist which cannot be resolved (please refer to the Child Behavior & Guidance Strategies section later in the Handbook for more details)
- After attempting to meet all reasonable accommodation requests, preschool staff feel that the child is unable to function successfully in the Small Fries Preschool program.

Communication

We value and rely on regular communication with all program participants. Parents/guardians may contact us with any questions or concerns regarding the program and/or their child's experience. Monthly newsletters and calendars are distributed describing themes, activities and curriculum goals. These newsletters, along with weekly email reminders and social media posts in our private Facebook group (participation optional), also contain information regarding upcoming dates to take note of including field trips and family engagement events. Please make sure a current, active email address is on file so we may exchange information with you in this way. A Family Directory

(participation optional) is distributed at the beginning of each program session to encourage communication among families as well.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled following the Thompson School District calendar in both Fall and Spring Sessions. These conferences allow parents/guardians to ask questions regarding their child's time spent in the classroom as well as for your child's teacher(s) to celebrate your child's strengths and discuss options for addressing classroom challenges.

Parent/teacher meetings may also occur outside of designated conference days to maintain open communication regarding a child's social, emotional or behavioral needs. These meetings may be scheduled at the request of either the parent/guardian or your child's teacher(s).

Child Guidance and Behavior Expectations

In order to create and maintain a socially and emotionally respectful atmosphere, teaching strategies are implemented through each interaction that support positive and pro-social behaviors in the children. Self-regulation is nurtured through one-on-one interactions between a teacher and child, and conflict resolution is addressed in both small and large groups through identification of feelings, use of language, and story-telling. Rules and limits regarding social behavior set by program staff strive to be clear, developmentally appropriate and consistent in order for children to learn acceptable behaviors and build trust in others.

When challenges arise with an individual child or a conflict occurs between children, teachers meet the child(ren) on their level and immediately discuss "thumbs up" and "thumbs down" choices, restate the rules to ensure safety, and offer encouragement for future opportunities to develop positive behavior. Language is used to identify each child's feelings and questions are posed to allow children the opportunity to reflect and learn through each interaction. Program staff may review and reflect on the situation after the immediate need has been resolved. Strategies to modify the classroom routine, environment, or teaching methods may be implemented in order to prevent future similar conflicts from occurring.

Any serious behavior problems, specifically those that present safety challenges, will be brought to attention of the parent/guardian as soon as possible. Program staff may work with parents/guardians to create an Individual Guidance Plan for the child including designated time to evaluate and discuss the progress and effectiveness of the Plan. Additional resources and supports, including a possible consultation with or observation by a behavioral health specialist, may be discussed with and offered to families. Any referrals initiated by program staff are intended to promote positive social/emotional development in children that will ensure success in the years ahead, both in school and in life.

The following steps will be taken if a child is not responding to typical redirection and guidance within a reasonable amount of time:

1. A parent/teacher meeting is scheduled to review the situation and evaluate possible strategies to ensure safety and success of the child in the program.
2. An Individual Guidance Plan is created and implemented during an agreed upon trial period. A follow up date is scheduled to evaluate the Plan.
3. Program staff conduct observations and document behaviors during the trial period, and evaluation occurs at scheduled parent/teacher follow-up meeting.
4. If behavior modification and guidance strategies have been unsuccessful using the Guidance Plan, program staff will explore community resources including professional assessments conducted by a behavioral health specialist. Additional resources may also be provided to the parent/guardian depending on the nature of the situation.
5. If all previous steps have occurred and the child's behavior continues to pose a safety risk to themselves or to others in the classroom*, or if teachers are unable to make reasonable accommodations to the environment or classroom schedule that discourage the behavior, program staff reserve the right to dis-enroll the child from Small Fries Preschool. ***In the event that a severe behavior occurs that causes harm to self or others, program staff reserve the right to by-pass these steps and dis-enroll the child immediately.**

Services for Children with Special Needs

At the time that an enrollment request is made for a child with special needs, program staff will notify the Adaptive/Therapeutic Recreation Coordinator. Staff will work with the family to identify the assistance needed and ensure full compliancy with ADA, and will strive to match the child with volunteer support as deemed necessary. The Adaptive/Therapeutic Recreation Coordinator will also be available to assist with other staff training for children with special needs.

A number of local resources are available to families in need of services for children with special needs. Staff will to work to accommodate the needs of all children enrolled in the program by and through all reasonable requests, and will provide information on available resources to parents/guardians with the need for additional support.

Plans for ensuring the safety of all children with special needs in the event of an emergency or natural disaster are made upon enrollment. Plans include designating a staff member to ensure each child is accounted for and assisted in an appropriate manner.

Confidentiality

Program staff strive to maintain a culture of trust among Small Fries families through awareness of personal privacy and confidentiality. Families should refrain from confronting other parents/guardians regarding the behavior of their child or another child. All concerns regarding other children and/or family members should be brought to the attention of program staff

immediately. Staff will then determine how to address the concern in an appropriate and respectful manner.

We also ask that parents/guardians remain aware of social media boundaries as they pertain to children and refrain from posting pictures of children who are not their own on social media sites. Small Fries maintains a private Facebook Group for posting and viewing of photos taken of classroom activities and events.

Family Engagement Opportunities

It is our goal to cultivate positive relationships between staff, children and families. A wide variety of engagement opportunities are offered throughout the school year, including being a guest speaker or classroom volunteer, supervising a field trip, or attending one of many special events. A list of scheduled special event dates is distributed at the beginning of each Session for advance scheduling. Please talk with program staff about any additional ways that you may enjoy being involved in your child's early learning experience.

Classroom Visitors

Any and all visitors, including classroom volunteers and guest speakers, are required to sign a visitor log on a daily basis and will be under the general supervision of the classroom teachers and Program Director. The visitor log is kept on the sign-in table which is located just inside the classroom door.

Classroom Volunteers

Parents/guardians and family members have a unique opportunity to be an active participant in the Small Fries Preschool program. One of the most engaging and rewarding ways to immerse yourself in our learning environment is to be a classroom volunteer. Volunteers are under the direction and supervision of the Lead Teacher and Program Director during their time in the classroom. Family members may choose to assist with a variety of specific activities or to stay for an entire class period. Classroom volunteers provide invaluable assistance to the teachers while observing and interacting with the children in the classroom. The insight a parent learns by engaging in their child's early education experience provides important information about what their child knows, how they learn, how they develop relationships with other children, and how they interact with their teachers.

Interested parents/guardians and family members are encouraged to let their child's teacher know about their desire to volunteer in the classroom. Prior to beginning actual volunteer time, parents/guardians and family members must formally enroll as a Volunteer with the City of Loveland at www.CityofLoveland.org/Volunteer and then attend a Volunteer Training with program staff. A signed

copy of Classroom Volunteer Policies & Procedures must be on file for each family member who volunteers in the Small Fries classroom.

Snacks & Celebratory Treats

Small Fries provides a short snack time in each class period. Children use this time to practice important health habits such as hand washing, social/emotional skills such as table manners, and environmental awareness including food disposal options such as trash, recycling, and composting.

Families may choose to support to their child's classroom by providing non-perishable snack items or by contributing monetary support to the Small Fries Snack Fund. Snack items brought into the classroom must be non-perishable foods that do not need to be refrigerated. A list of acceptable snack items that parents may provide is provided at Parent Orientation meetings.

Daily snacks include small, healthy portions that are low in sugar content. Small Fries maintains and provides items that must be refrigerated as dictated under Larimer County Department of Health guidelines.

We love to celebrate birthdays and special occasions with our students and their families in the classroom. Food items brought in as a treat to recognize a special day must meet all Guidelines noted above and must have a full list of ingredients on a label from the store/shop of which it was purchased. If you would like to share homemade food items, we invite you to share your recipe with program staff and schedule a day to visit or volunteer in the classroom. A cooking activity can be planned for all of the children in class. Please provide advanced notice to ensure ingredients can be properly purchased and stored by program staff. We reserve the right to alter or modify recipes/ingredients in order to meet the dietary needs of all children in class and to avoid potential reactions to food allergies.

Arrival/Departure

We strive to maintain a safe and secure environment for our children and their families. Daily sign-in/sign-out and attendance records are maintained by program staff who closely monitor drop-off and pick-up. Staff put names to faces and match children to parents and other authorized adults listed on Enrollment Forms.

Parents/guardians do not need to wait in line at drop-off but should ensure children are signed in or out prior to leaving the classroom. Please assist your child each day as they transition into the classroom, directing them to immediately wash their hands upon arrival and then to complete their own sign-in process including choosing a daily classroom job and engaging in an offered activity.

At the end of each class day, staff will ensure that all children have been picked up by reviewing daily attendance rosters and sign-out sheets. Staff will follow all closing procedures to double check that the

classroom is empty and free of children or family members who still remain in the classroom prior to locking the door when they leave.

Sign-In and Sign-Out

Delivery and release policies are as follows:

- Only persons listed on authorized delivery/release forms will be allowed to sign children in or out. Children will not be released to anyone not authorized by the parent/ guardian. Should an unsafe situation occur, the police department will be notified. Children may not sign themselves in or out of the Small Fries program.
- Parents or other authorized sign-in/sign-out adults are REQUIRED to sign their child in and out per the State of Colorado guidelines.
- Please notify Small Fries at 970-962-2494 immediately if someone other than you will be picking up your child after class. For child pick-up, a photo ID will be required. Also, it is very important to notify program staff of any changes in child care providers who might pick up your child.
- If a parent or guardian has not picked up their child or called a staff member informing them of a delay, staff members will make an attempt to call a secondary person listed on the enrollment form. If the child has not been picked up within 30 minutes after class is over, the police department will be notified. The child will be released into the custody of a police officer.
- If there currently exists a valid court order or decree prohibiting an identified individual from contacting the child, please provide program staff with a picture of the individual and a copy of such decree in the child's file. If that individual attempts to pick up the child from the Chilson Recreation Center, the center's policy is to contact the Loveland Police Department. Documentation must be provided of any changes in the status of such an order or decree.
- Parents/guardians should notify program staff AND the Chilson Center front desk staff of any changes in contact information including telephone numbers, home addresses and emails.

Late Fee Policy

A late fee may be assessed to parents/guardians who are habitually late (3 times or more) in picking up their child. Beginning 5 minutes after class has ended, a charge of \$1 per minute until the child is picked up is added to the family's household account at the Chilson Center.

Attendance & Absences

The attendance for each day is monitored in conjunction with daily sign-in sheets and attendance rosters. Program staff assume responsibility of the children at time of sign-in through time of sign-out. During this time, staff will frequently take a “roll-call” (name/count) of children in the program.

If your child will not be in class on a scheduled day, please call the classroom at (970) 962-2494 to notify staff of the reason for and expected length of your child’s absence(s).

Field Trips/Off-Site Activities

Parents/guardians are responsible for transporting all children to off-site field trips, and must remain with them for the duration at the field trip activities. Written permission must be given for any child to carpool with another family or classroom volunteer, and a copy of any parent/guardian, volunteer, or teacher’s automobile insurance is required to be kept on file if they will be transporting any children other than their own.

Field trip information is detailed in monthly newsletters, email reminders, and paper flyers sent home the week of each trip. Directions to the site location are posted on the classroom door during all off-site activities. In the event of a late arrival on a field trip day, parents/guardians are responsible for transporting children to the site of the trip and following all sign-in procedures upon meeting of the group.

Child Health & Wellness

Healthy habits are encouraged at school including proper hand-washing, (upon arrival, after using the bathroom, before a snack, and upon returning to the classroom after outside activities), portion size and food group inclusion at snack times, and promotion of good physical, social, and emotional health strategies. Please join us in encouraging these habits at home as well.

Program staff conduct daily health & wellness checks with all children upon their arrival. Please discuss with your child’s teacher any pertinent information regarding changes in sleep or eating patterns since the last day they attended, or any observations or concerns you have regarding their physical or emotional health. Staff may request additional information, and reserve the right to request that a child return home in the event that symptoms of an illness are present.

If a child becomes ill while at the program, parents/guardians and emergency contacts (if needed) will be called to pick-up the child immediately. If a parent/guardian and the emergency contacts cannot be reached, the ill child will be isolated from others in the program and allowed to rest until picked up.

Please keep your child home for a 24-hour period after starting any antibiotics and until they are symptom free.

In order to prevent the spread of illness in the classroom, please do not bring your child to school if they:

- have had a fever over 100 degrees within the previous 24 hours
- have vomited or had diarrhea within the previous 24 hours
- have a constant cough or are regularly sneezing
- have heavy or colored nasal discharge
- have itchy, watery eyes (not related to seasonal allergies)
- have symptoms of a communicable disease

Child Immunization Policy

Parents/guardians are required to provide a completed Certificate of Immunization and/or appropriate exemption forms within 30 days of enrollment into the program.

Small Fries Preschool does not require enrolled children to be fully immunized in order to enroll in and attend the program, and recognizes that the likelihood of transmission of illness and disease is increased with close contact of children and caregivers in a child care setting. A statement will be posted in the classroom regarding the presence of enrolled children who are not fully immunized when necessary.

Communicable Disease Reporting

If your child has a contagious illness such as strep throat or chicken pox, please notify program staff immediately. All confirmed cases of communicable illnesses must be reported by the Preschool Director to all parents of children in the program as well as to the State Department of Health. A complete list of Communicable Diseases that are to be reported can be viewed in the classroom.

In the event of an outbreak of a communicable disease, the Program Director will notify all parents and make them aware of the risks of illness to their child(ren).

Medication Administration

Parents/guardians are strongly encouraged to administer all medications to their child at home. However, if emergency or routine medications are needed at school due to severe allergies, asthma, etc., a written order signed by a physician or nurse with prescriptive authority must be provided along with the medication itself and it's original packaging with matching prescription. All medications are kept in a storage area inaccessible to children and according to pharmacy instructions. All regular staff

working the classroom will be trained and delegated to administer medications per physician instructions by a state-licensed Nurse Practitioner as employed by the Small Fries Preschool Program.

Personal Belongings

Each child is assigned an individual cubby to keep all of their needed belongings in during class time. Encourage and assist your child in being responsible for their own belongings. Please label your child's items to reduce confusion and loss.

Children are not to bring toys, money, jewelry, and other important personal belongings to preschool. Program staff are not responsible for these items if they become broken or misplaced.

Clothing

Please dress your child in appropriate, comfortable clothing that can be easily self-managed, and send an extra set of clothes in the likely event that they engage in any of a variety of active or sensory activities offered on a regular basis. This includes clothing that allows for freedom of movement and good play shoes for both indoor and outdoor activities (no flip-flops or dress shoes, please).

Additionally, please send extra clothing and footwear as needed that is appropriate for weather conditions including rain, snow, wind and cold.

Toileting and Supervision

All students must be fully toilet-trained prior to the first day of class (exceptions may be accommodated - please contact the Program Director). Please dress your child in clothing that they can manage on their own for toileting purposes.

We have a single-person bathroom inside the classroom. In the event of two children urgently in need of the toilet at the same time, program staff will request temporary additional classroom assistance from Chilson Center staff in order to maintain the correct staff/child ratio and will take the 2nd child to a restroom located outside the classroom.

Video Viewing

Video viewing will be limited to special activities, such as books, songs or learning content on video. Advance notice of any video viewing will be given in monthly newsletters when at all possible.

Photographs and Social Media Policy

The City of Loveland Parks & Recreation Department reserves the right to use images and/or photographs of anyone in any activity, park, or public place in present and/or future printed publications or on the department's web pages for promotional purposes, unless told otherwise at the time the image or photo is taken. A photo release statement is also included in Enrollment Forms, and any exclusions should be noted by parents/caregivers.

Photos and videos taken during class time or family engagement events are used to compile annual slideshows that are shared with all enrolled families, and may also be posted in the Small Fries Preschool private Facebook Group. All parents/guardians listed on Enrollment Forms are invited to join the Facebook Group by email at the beginning of each school year, and program staff must approve all requests to join the Group. Only members of the Group can view the photos. Parents/caregivers may also post and share their own photos taken of activities and events in this Group, and are asked to respect privacy and confidentiality of other families by not posting pictures of other children on personal social media accounts or pages. At the end of each school year, all photos, posts, and members are removed from the Group.

Inclement & Excessively Hot Weather

In the event of inclement or excessively hot weather during program times, staff will ensure the safety of the children by remaining indoors. Staff and students will remain inside during program times when outside temperatures are below 30 degrees or above 90 degrees Fahrenheit. Should staff need to take the children outdoors during times of inclement or excessively hot weather, exposure shall be limited in time and children shall be dressed and appropriately for the conditions.

Sunscreen

Parents/guardians should apply sunscreen to their child(ren) prior to arriving to class. Program staff will not apply sunscreen to a child unless requested by a parent/guardian. Written permission must be given by the parent/guardian and the sunscreen must be labelled with the child's first and last name. All sunscreens shall be stored out of reach of the children while in possession of the program. In general, sunscreen should not be brought into the Small Fries classroom (ie. left in a child's backpack or cubby.) Please notify a staff member by handing your child's labelled, lotion (NO SPRAY SUNSCREEN PLEASE!) directly to staff at the time of drop-off.

Emergencies

For a serious medical emergency, we will contact 9-1-1 immediately and then make every effort to reach parents/guardians followed by emergency contacts listed on Enrollment Forms.

In a lesser emergency situation, parents/guardians will be contacted first followed by emergency contacts if needed. Emergency services will be contacted only when all efforts to reach parents/guardians or emergency contacts have failed. Children will be transported by emergency ambulance personnel to the medical facility listed on Enrollment Forms, or the closest hospital if none was listed.

Action Plan in Case of Natural Disaster

The Chilson Recreation Center has been declared a safe community shelter. All Chilson Center staff are trained in Emergency Procedures and a complete written plan of action is on file and can be viewed upon request.

In the event that a natural disaster such as tornado or flood is identified, staff and children will remain in the facility and follow directions as given from the Facility Manager, following evacuation routes to designated shelter areas. Program staff will receive direction from the City's police and fire personnel as deemed necessary.

Evacuation & Reunification Procedures

Evacuation, in case of fire or other disaster within the facility, will take place immediately. Program staff will take children outside using routes identified in building postings and practiced in classroom drills, at least 100 feet from the building. Attendance will be taken immediately.

In the event that an emergency evacuation is required from the surrounding neighborhood, students will be transported by whatever means necessary (City or staff vehicles) at least 3 miles away from the Chilson Center to the following designated reunification spot: **Lucile Erwin Middle School – 4700 Lucerne Ave., Loveland, CO 80538**. Parents/guardians will be notified immediately upon arrival of staff and children to the designated location, and staff will remain with students until they are picked up by a parent/guardian or an authorized emergency contact.

A plan for all students with special needs will be made at the time of enrollment for emergency situations and evacuations. A staff member will be assigned to each child with special needs in order to ensure that child is accounted and cared for at all times until a parent/guardian or authorized emergency contact has signed them out of our care.

Shelter-in-Place, Lockdown, & Active Shooter Procedures

All Chilson Center staff, including Small Fries program staff, are trained to implement procedures for Shelter-in-Place, Lockdown, and Active Shooters in the event of these societal threats. A complete written plan of action for each situation is on file and can be viewed upon request.

Notification and Handling of Accidents and Injuries

If a child has any type of fall or injury during class time that does not require a parent/guardian's immediate attention, program staff will notify parents/guardians verbally when the child is picked up and a detailed, written Accident Form will be sent home with the child.

A City of Loveland online Incident Report Form will be filed in cases when the safety of the child was hindered due to facility or environmental damage, or staff error. The City of Loveland Risk Management Department will review the incident and contact all involved parties to discuss prevention of future similar accidents.

In the case of a major injury, parents/guardians and emergency personnel will be notified utilizing the contact information provided on Enrollment Forms. All incidents requiring medical attention will be reported to the Department of Human Services within 48 hours of the incident.

Missing Child Procedures

In the event that a child is unaccounted for while attending the Small Fries program, the following steps will be taken:

- All children will be gathered and attendance will be taken to determine who is missing.
- A designated staff member will be assigned to supervise the class, while all other staff search for the child in areas not easily seen at a quick glance (such as bathrooms, locker rooms, playground equipment, etc.). Program staff will request the assistance of other Chilson Center staff when possible.
- If the child is not located within 10 minutes, a designated staff member will make the following telephone calls:
 - To 911 to report a missing child.
 - To parents/guardians of the missing child and direct them meet at the present location.
 - To the Recreation Coordinator/Program Supervisor to inform of the incident and request additional assistance.
- At least one staff member will take all children back to the classroom for the remainder of the program and ensure all are signed out to authorized adults.
- A designated staff member will stay on location with police to assist and aid in the search for the missing child.
- The Program Supervisor will inform the Recreation Manager of the incident as soon as possible.
- Program staff will submit a written report to the Dept. of Human Services/State of Colorado within 48 hours about any child who has been lost from the center and for whom local authorities have been contacted.

Child Abuse/Neglect

If a staff member has a reasonable cause to believe or suspect that a child is the victim of abuse or neglect, he or she will immediately contact his or her supervisor who will contact:

Department of Social Services
2555 Midpoint Dr.
Fort Collins, CO 80525
Phone: 970.498.6990

Licensing

We are a licensed preschool through the State of Colorado's Department of Child Care. If you have concerns about any childcare facility, consult the Colorado Officer of Child Care Services at 1-800-799-5876.

Viewing our Licensing Information/Records

If you would like to see any of our Licensing Information for Small Fries Preschool, including Fire Inspections, Colorado State Licensing Inspections, or Larimer County Health Department Inspections, please feel free to contact: The Small Fries Director at 970-962-2494, or the Program Coordinator at 970-962-2446 to obtain information.

To File a Complaint About this Facility

We are licensed by the State of Colorado as a childcare site. If you have any complaints about our program, facility or staff, please contact:

The Colorado Department of Human Services, Division of Child Care
1575 Sherman Street
Denver, Colorado 80203-1714
Phone: 1-303-866-5958 or 1-800-799-5876

Small Fries Preschool Childcare Provider License ID #: 25433

Childcare/Dependent Care Reimbursement Information

City of Loveland Tax ID #
#84-6000609