

Family Handbook

Policies & Procedures as of 2020



Triple R Academy

License# 1750149

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-General Information-

Welcome to Triple R Academy

Dear Family,

We're excited and happy to welcome you to our center. We are a new business and are still working on bettering ourselves and perfecting the way we do business. Just like your children we're still growing and learning about ourselves and what to do to better the world around us. Our main goal for this year is to reach Level 3 or higher in Colorado Shines which will be based on quality of care and education. Another goal we have is to partner with head start. Our plan for the year is to become better and affect your lives in the best way we can. Our mission is to create a safe and warm place for you to feel welcome and always at ease no matter how long your work day gets. We want to give you the best quality care and education possible for your child at the best price to support you and not put more on your stress on you as the parents.

Thank you for choosing Triple R Academy! We look forward to providing your family with a caring and enriching environment.

Sincerely,

Triple R Academy

Certification

License #
Level 1 Colorado Shines
Colorado Early Childhood Council Participant
Colorado Child Care Assistance Program Partner
Colorado Child & Adult Food Program Member
Healthy Way to Grow Participant

Philosophy of Triple R Academy

An extraordinary learning environment is what we strive to achieve. Learning is not necessarily the ABC's and 123's, but is also the learning of values. The learning of honesty, respect, self-reliance, potential, self-discipline, and moderation; the values of being dependable, loving, kind, having sensitivity to others, friendliness, and fairness are the values we wish to instill in all children. We also focus on cognitive, physical, social and emotional development.

Since children occasionally need discipline, it is important that we share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of them. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel "bad" or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future. We express our disapproval (without attaching character). We state our expectations and show your child how to make amends. We give choices, and in extreme situations a child may be given a "time out"; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices.

Communication is a key to a successful child care arrangement. The parent and provider need to have a good working relationship so they can communicate and work together. Parent and provider need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and well-being.

We invite you to share with us in writing, by telephone, or schedule an appointment to talk about your concerns on any area that you feel we are neglecting and we'll do our best to improve in that area.

Program History & Quality Improvement Plan

At Triple R Academy our main goal as a new child care center is to provide the best care for all children no matter where they come from. We will not stop until we are one of the best in Colorado at the most affordable prices because we understand and we feel that all children should have quality care and learning no matter what their parents can afford.

In the next 6 months we hope to move onto Level 2 in Colorado Shines and keep moving up to be the best we can be for all the children and employees we serve. In order to make it that far we have had all our teachers take Colorado Shines trainings online during their paid time. We are pushing all teachers to not only have 15 but have 25 or more credit hours per year so that they are more knowledgeable and always ahead of the curve.

In the next 2 years we hope to reach level 4 in Colorado Shines. This is not an easy task to complete for a new business but we want the best for every child and that means we have to prove we are offering the best care and learning. We hope to achieve this by only hiring the best teachers and by finding the best curriculum for all children and not one that is general and the same for all children.

Level 5 in Colorado shines is the ultimate goal for Triple R Academy but we know that this takes a lot of time and work from the center, the staff and the parents all working together. We want to reach this by 2024 by working hard to implement not only all licensing regulations but also the quality regulations that are needed. We will be working over these years to add in learning of other languages and school aged curriculum as soon as the child is interested and ready to move into it. We will also be going all natural, all organic and will no longer offer processed foods by that time.

Ages Accepted & Hours of Operation

Triple R Academy accepts all children from age 6 weeks old up to 10 years old. We provide child care services from 6:00 AM to 6:00 PM, Monday through Friday. This is the same for all ages accepted.

Holidays

We are closed or close early at the 2PM on the following holidays:

- New Year's Eve (**At 2PM**)
- New Year's Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Eve (**At 2PM**)
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve (**At 2PM**)
- Christmas Day

WHEN A HOLIDAY LANDS ON A SATURDAY, WE WILL BE CLOSED ON THE FRIDAY BEFORE
&

WHEN A HOLIDAY LANDS ON A SUNDAY, WE WILL BE CLOSED ON THE MONDAY AFTER

Tuition and Fees

<u>Child's Age</u> 6 Weeks – 10 Years	<u>5days</u> Full Time	<u>4days</u> Part Time	<u>3days</u> Part Time	<u>2days</u> Part Time	<u>1day</u> Part Time
Infants (6 weeks – 18 months)	\$300	\$220	\$180	\$140	\$100
Toddlers (18 Months – 3 ½ Years)	\$300	\$220	\$180	\$140	\$100
Pre-school (3 ½ Years – 6 years)	\$250	\$200	\$160	\$120	\$80
School Age - All Day Care (6 years – 10 years)	\$200	\$180	\$140	\$100	\$60
School Age – Before & After (6 years – 10 years)	\$200	\$180	\$140	\$100	\$60

A non-refundable, one-time application fee of \$50 per child is due with the application in order to guarantee the spot for every child, including CCAP recipients.

Tuition is due each Monday for that week, in the morning. We do not adjust prices for days that your child(ren) do not attend. You are responsible for your child's full tuition amount based on their scheduled days. No deductions for absences will be allowed. Credit will not be given for Sick Days. Monthly payments may be made in advance on the last Friday of the month for the upcoming month. Tuition is due in full on holiday weeks as well. Each family is allowed one week per year to use as vacation time where there are no charges and must notify us one week ahead of it that they will be taking this vacation week. If payment is not received on the day that it is due, a late fee of \$10 will be added to your next tuition payment for each day that it is late. If your account has not been paid in full within 30 business days, your child may be discharged from the program. Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

If your child is going to be absent, please call us at 303-353-2343 or email us at tripleracademy2020@gmail.com.

Any family who arrives after 6:00 PM to pick up children will be charged a fee of \$1 per minute per child.

Cards and checks are not accepted. Cash only.

Admissions Procedures & Requirements

All enrollment forms, a health statement, immunizations & a non-refundable application fee of \$50 per child must be completed and paid prior to your child's first day of attendance.

Based on the availability and openings, our facility admits children from 6 Weeks to 10 years of age.

Our process for introducing children to our program is having them come into the classroom with their parents to play and get comfortable prior to their first day. They then come in for their first day confidently and with initial guidance from parents and the teacher.

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

All parents need to have the following prepared and turned in before children can be enrolled at Triple R Academy (Unless otherwise noted):

- **ENROLLMENT APPLICATION**
- **CHILD'S ORIGINAL BIRTH CERTIFICATE**
- **CHILD'S MOST RECENT IMMUNIZATION RECORD**
- **CHILD'S MOST RECENT DOCTOR'S VISIT GOOD HEALTH STATEMENT SIGNED & DATED BY PHYSICIAN**
- **PARENT'S PROOF OF ADDRESS IN THE FORM OF BILL OR RENTAL AGREEMENT**
- **BOTH PARENTS' LAST PAY STUB (PAYING OUT OF POCKET PARENTS)**
- **SIGNED FAMILY HANDBOOK**

We will use the information given to us in order to keep emergency cards. They will be kept on file in the center so that we may notify you in case of an illness, injury, or any other emergency. All phone numbers and emergency contacts will be included on there. It is the responsibility of parents to keep them up to date at all times.

Financial Assistance

The State of Colorado Child Care Assistance Program (CCAP) is available to working parents who are eligible. The State also offers assistance to parents who attend school. For further information and to determine your eligibility, please contact your county's human services department.

Parents are required to pay all fees not covered by CCAP (such as the application fee, special activity fees, late pick up fee, parental fees, etc.) In addition, until authorization for your child to attend Triple R Academy is received, you are responsible for the daily tuition rate. All parents are required to check in and check out daily. You must also sign your children in and out through our ELV system.

It is the responsibility of the parent to report any and all employment changes to CCAP. You are also responsible for getting reauthorized. If for any reason your authorization is cancelled, you will be responsible for all tuition and fees not covered by CCAP.

Privacy & Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Media & Marketing

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

Triple R Academy's staff may occasionally photograph your child and have pictures of them posted around the classroom/center or for marketing purposes.

Guidance

Triple R Academy is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Children are guided to treat each other and adults with self-control and kindness.

Each child at Triple R Academy has a right to:

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

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the director of the center.

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Withdrawing from the Program

A written notice, two weeks in advance, is required by the center when a child is being withdrawn. Failure to notify us two weeks prior will result in paying one week's tuition. Triple R Academy reserves the right to terminate care for anyone, for any reason, at any time.

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally. If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program. We may also not release due to the person not being on your pick up list. To avoid this, make sure all people that may pick up your child are on your list.

-Our Program & Curriculum-

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Inclusion

Triple R Academy believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

Non-Discrimination

At Triple R Academy equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals such as:

- Participating in daily class activities with children
- Monthly first Friday movie & dinner nights for parents and staff
- Donating supplies for class rooms

Primary Caregiving & Continuity of Care

Our program embraces primary caregiving practices by assigning each child and their family to one or two primary teachers. This practice promotes a strong emotional bond between child and caregiver.

Continuity of care practices is implemented in our program by each child staying with their primary caregiver with the same peer group as follows if it is possible at the time:

6 Weeks – 18 Months
18 Months – 2 Years
2 Years – 3 Years
2 Years – 10 Years

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Teacher	Associate Degree in Early Childhood Education or equivalent	1 - 2 years
Assistant Teacher	Child Development Associate Credential or equivalent	1 year

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Triple R Academy.

Curriculum & Activities

- Group Play: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time.
- Free Play: Children have a choice of blocks, kitchen toys, dolls and accessories, Legos, play sets, Household toys, pull/push toys, art materials, and may watch limited videos.
- Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards.
- Dramatic play: Dress up, role playing, puppetry, etc.
- Outdoor play: (weather Permitting) Swinging, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes).
- Special Days: Include Birthdays and holiday parties.

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

As part of our curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources. For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Weather permitting; we conduct 60 minutes of supervised outdoor play and/or walking trips around the neighborhood 2 times a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips or any other field trips is included in the enrollment package.

You will also be notified and sign to give your permission for each individual field trip day.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Observations & Assessments

If a child has a developmental delay, it is important to identify it early so that the child and family can receive needed intervention services and support. Healthcare providers play a critical role in monitoring children's growth and development and identifying problems as early as possible. The American Academy of Pediatrics (AAP) recommends that healthcare providers do the following:

- Monitor the child's development at each visit.
- Periodically screen children with validated tools to identify any areas of concern that may require a further examination or evaluation.
- Ensure that more comprehensive developmental evaluations are completed if risks are identified.

Parents can monitor a child's development as well. Research studies have confirmed that parents are reliable sources of information about their child's development. Parents who are aware of developmental milestones can observe their child and inform their healthcare provider about any concerns they may have about their child's development. Pediatric healthcare providers can provide parents with milestone checklists to track their child's milestones at home. CDC's "Learn the Signs. Act Early." campaign was designed to give parents and professionals the tools they need to track healthy child development and move toward evaluation and intervention if concerns are noted.

Childcare providers can also be a valuable source of information on how the child is developing.

- Learn the Signs. Act Early. Developmental Milestone checklists
- Birth to 5: Watch Me Thrive – Families
- Motor Delay Tool

<https://www.cdc.gov/ncbddd/childdevelopment/screening-hcp.html>

Our program makes a referral to families for a child whom a developmental concern has been identified in the following ways: observations, assessments (ASQs), and conferences. We recommend these programs:

- Head Start Center for Inclusion
- Early Intervention
- Child Find

Field Trips & Transportation

Written permission will be obtained before any child is to be transported. Parent(s) or guardian(s) will be notified in advance of any field trip. Triple R Academy will practice transportation safety by maintaining the vehicle and using one seat belt per child and car seat as required. Any child that does not follow safety procedures will not be transported. The four-year-old or school age classes may occasionally go on a walking field trip to a nearby location. Written parental permission will be required for your child to participate. Staff will be provided with an attendance sheet and emergency card of each child to assist the group leader with accountability for all children on the field trip. For security and safety reasons, any child that arrives late for a field trip will not be transported. Children not transported will be supervised at the facility. Should an emergency arise, our staff is trained and equipped with child & emergency contact information, emergency supplies and a working cell phone. Staff will immediately call the center for assistance and notify parents and authorities if necessary. The center will send additional staff to the scene for assistance. Children will be kept safe and remain with a teacher at all times. Staff will file an incident report of the incident.

Television, Computer & Media Use

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited. There will be days that we will show children's movies for fun but will limit it to 60 minutes per week. Colorado State rules prohibit any screen time for children under two. This includes TV, videos and computers.

Special Occasions & Events

Our holiday policy encourages an enhanced understanding of, and respect for different cultures and beliefs of children, families, staff and community. Special activities (parties, guest speakers, etc.) may occur throughout the year. Staff will continue to supervise the children during these times. Parents are always invited and encouraged to join holiday events.

If you wish to bring snacks for your child's birthday, please give the teacher and director 24 hours' notice. Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Family Surveys

Family surveys are always available on the front counter so that parents may voice their concerns and ask about things that they want to see happen anonymously or by leaving their name and number for further conversation.

Parent Engagement & Participation

Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Interpreters & Home Language Resources

Our main goal for all our families is to ensure that they all feel welcome and comfortable. One of the things that help us accomplish this is having interpreters for families available when they're needed. Families can request an interpreter at any time for the enrollment process or any future meetings.

In the event that one of our classrooms has a dominant second language (more than 50%) a bilingual teacher will be assigned to the specific classroom.

If you need an interpreter, our program provides this by using staff members as well as Google Translate. You can also use your own family members and friends in order to make sure everything is understood and you are comfortable with your child being a part of our program.

Special Needs

Children with special needs are welcome provided it is determined that we are able to meet all of their needs. The director, along with trained and medical professionals, will determine if we can provide the child with the best and most appropriate environment for them. Each child will be evaluated on an individual basis and in compliance with the Americans With Disabilities Act.

If our program has a concern about a child's health, development, and behavior we provide support to our families by the following steps:

- Holding a parent teacher conference.
- Support IEP/IFSP in classroom.

This will be done by teachers notifying directors of concerns, directors providing referral to community such as Child Find, Tri-County, Aurora Mental Health, All Health, Developmentally Pathways, Children's Hospital, the child's pediatrician.

Our program makes a referral to families for a child whom a developmental concern has been identified in the following ways: observations, assessments (ASQs), and conferences.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

-Day To Day Life-

Arrival & Departure

General Procedure

We open at 6:00 AM. Please do not drop-off your child prior to the opening. Parents are required to sign their children in and accompany them into their classrooms.

We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave before closing time.

All visitors must sign in and out and show valid identification.

At 6:00 PM each teacher will ensure that all children were correctly signed out and left with their parent or guardian. All teachers will throw away their classroom's trash and make sure their classrooms are clean before signing out and leaving for the day. The director will then walk through the entire center to make sure everything is off and all classrooms are empty before locking up.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you not use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Late Drop Off & Pick Up

Please call us if you will be late dropping your child off late. It is very important to me and the other children to know our schedule (breakfast, etc.) and when we can move along from one activity to another.

We understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel please call the center and perhaps we can work out a contingency plan. Consistent tardiness could be cause for termination.

If your child has not been picked up by closing time, we will call you and all Emergency and Release Contacts. If we are unable to reach anyone after 1 hour the local child protective services agency will be called.

Please note that a \$1 per minute per child late fee will be charged after closing time at 6 PM. This needs to be paid in cash at the time of pick up. Your child will not be readmitted into care until this fee is paid and you will still be held responsible for paying the full tuition.

We will ensure that all children who remain with us after 6 PM have adequate snacks and age appropriate activities until they are picked up.

Access to the Building & Parking

There is one entrance to the building for families to drop off and pick up children. The entrance has a passcode lock that is given to families for the safety of all children from strangers. There are four parking spots directly in front of the building for drop off and pick up. There are many additional parking spots available for families who want to sit in with their children or when having meetings or events.

Supply List, Personal Items & Lost and Found

Please label all items brought from home with your child's name to prevent items from being misplaced or lost. We are not responsible for lost or damaged items. Soiled sheets, blankets, and clothing will be sent home for laundering and return to the center the next day.

The following items are required for all children:

- **Infants:** An adequate supply of diapers (as needed), an adequate supply of wipes (as needed), two bottles to be kept at school, and an extra change of clothing & socks to be kept in cubby.
- **Toddlers:** An adequate supply of diapers (as needed), an adequate supply of wipes (as needed), blanket for nap time, change of clothing & socks to be kept in cubby, and extra underwear (if potty training).
- **Older Toddlers:** An adequate supply of diapers (if needed), an adequate supply of wipes (if needed), at least two changes of clothing & socks per day if potty training and a blanket for nap time.
- **Preschoolers:** At least one change of clothing & socks and a blanket for nap time.

If diapers or wipes run out and parents do not bring any in the next day, \$1 per diaper and \$.50 per wipe used will be charged.
Cubbies

Upon enrollment each child will be assigned a cubby. Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the front office. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

Meals and Snacks Nutrition

Children are fed nutritionally daily for breakfast, lunch and a snack as required through enrollment with the family and work place connection food program. See enclosed information and enrollment form for your child. Cakes, cookies, and other "not so nutritious food" may be served during special events like birthday parties, and holidays. Formula is provided by the parent/guardian if they wish to bring their own, all other foods and beverages are provided by the center.

Based on the time of arrival, children will be provided with breakfast, lunch and an afternoon snack. Please do not bring outside food without prior authorization. Parents of infants may bring breast milk or formula. We also provide a specific brand of formula that your child may use. Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package to show proof that it was made in licensed food facility.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. You also must always have an EpiPen at the center.

Meal Time

At meal time the dining table is set with [Insert disposable or real] plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 7 days.
- Breast milk and formula brought from home must be dated and labeled with the child’s name.
- Labels on all milk/formula containers are resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child’s family.

Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

School Aged Participants

- Before and after school child care participants will be offered a light snack at each session. These snacks are not a meal. If your child will be arriving late, arrangements can be made to serve your child breakfast. Otherwise, please make sure your child has had breakfast before arriving at child care and is supplied with an adequate lunch if required for school.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs in their own cribs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 10 minutes.

After lunch time, all children 12 months to 6 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities depending on what parents want for their child.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Diapering & Toilet Training

Children who wear diapers will be changed at regular intervals as well as at any time they have a soiled diaper. Please maintain an adequate supply of diapers and wipes for your child. Teachers responsible for diapering will be trained on proper diapering procedures including the use of disposable gloves, proper hand washing techniques, and sanitation procedures. A diaper changing area is provided and located separately from any food preparation, storage or serving area and complies with Colorado Department of Health and Environmental Rules and Regulations governing the health and sanitation of child care facilities.

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they

are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. Pull ups must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2-week period we will assess the next step.

-Safety & Health Policies-

Safe Sleep Practices

Providing infants with a safe place to grow and learn is very important. For this reason, Triple R Academy has created a policy on safe sleep practices for infants up to 1 year old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff, substitute staff, and volunteers at Triple R Academy follow the AAP safe sleep policy.

Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

Sleep Environment:

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
 - Crib slats will be less than 2 3/8" apart
 - Infants will not be left in bed with drop side down
 - Playpen weave will be less than 1/4"
- Consumer Product Safety Commission safety-approved cradles and bassinets may also be used for sleeping if the infant meets the weight and height requirements.
- Infants will not be placed to sleep on any standard bed, waterbeds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.

- The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Smoking will not be allowed in or near Triple R Academy.

Supervision:

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently.
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

Training:

- All staff, substitute staff, and volunteers at Triple R Academy will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual's file.
- All staff, substitutes, and volunteers at Triple R Academy will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

When The Policy Applies:

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep in Triple R Academy.

Communication Plan for Staff and Parents:

Parents will review this policy when they enroll their child in Triple R Academy and a copy will be provided in the parent handbook. Parents are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

Protection from 2nd Hand Smoke

Tobacco and Marijuana Free Environment

Why we're Proud to Be Tobacco and Marijuana Free:

Due to the known health risks of exposure to tobacco products and secondhand smoke and the health concerns associated with cigarette products and marijuana, it shall be the policy of Triple R Academy to provide a tobacco and marijuana free environment for our children, parents, and staff. This policy covers the use of cigarettes, tobacco products including smokeless tobacco products and electronic smoking devices, and marijuana and applies to all employees, parents, volunteers, contractors, and vendors of Triple R Academy. U.S. Food and Drug Administration approved nicotine replacement therapies are exempt from this policy.

Triple R Academy staff and volunteers will serve as role models by not smoking cigarettes, or in any other way using tobacco or marijuana products in the presence of our facility's children, parents, or participants.

Our Policy:

1. There will be no cigarette, tobacco product, or marijuana use in any area of the child care facility or on its grounds (including playground and parking areas) at any time. Field trips, walks, and all other offsite activities and functions will also be free of cigarettes, tobacco products, and marijuana.
2. There will be no cigarette, tobacco product, or marijuana use in any Triple R Academy owned or operated vehicle or private vehicle used for transporting children on Triple R Academy activities.
3. All employees, parents, volunteers, contractors, and vendors will be notified about this policy, and signs will be posted on the property.
4. All employees, parents, volunteers, contractors, and vendors are asked to work together to support this policy.

-Communication-

How to Reach Administration & Teachers

Administration and teachers can always be met with any time of day, typically by appointment or prior notice and by the center phone at 303-353-2343 or by email to tripleracademy2020@gmail.com. Meetings will always occur within 24 hours or sooner depending on the urgency of the matter.

Parent Teacher Conferences

At Triple R Academy we value communicating with our families on the progress and development of their child. We do this through conducting parent teacher conferences. We hold parent teacher conferences once a month or more based on the need of the child.

Family & teacher conferences occur twice a year or more depending on the child and parent needs. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Parent Resource Library

Our program makes a referral to families for a child whom a developmental concern has been identified in the following ways: observations, assessments (ASQs) and conferences.

Newsletters, Memos & Parent Board

Daily Communications

Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day.

Bulletin Boards

Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

News Letters

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

Email

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Parent Resource Room

Our parent resource room provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

-Positive Guidance Practices-

Cultivating Positive Child, Staff & Family Relationships

It is very important to us for the children, staff members, and families to have a great relationship. In addition to surveys and having an open door to families and staff members at all times, we include our parents in all decision making moments. We listen to what parents think when buying supplies, planning fieldtrips, and hiring new staff.

Preventing Expulsions & Suspensions

At Triple R Academy our ultimate goal is to work as a team with teachers, other professionals, and parents in order for children to develop self-regulation and self-discipline. The teamwork approach is the best way to correct repeated inappropriate behavior. Your patience, support, and follow through are greatly appreciated and very necessary. It is our belief that discipline should be handled in a way that respects the dignity and the will of the child. We provide an environment that is developmentally appropriate for each child, an environment that is challenging without being too frustrating. All children make their own choices based on their own interests. When children are engaged and interested, they are less likely to engage in disruptive behavior. The teachers at Triple R Academy serve as role models for appropriate behavior. They promote an environment that is nurturing, supportive, and encouraging for all children. If any conflict or disruptive behavior occurs, teachers understand that each incident provides a learning opportunity for the child to develop problem solving skills. Disagreement provides the perfect practice in verbal skills, conflict resolution, and empathy for the needs of others.

In order to prevent expulsions or suspensions we have regular meetings with families. We also make a plan with the families as problematic behaviors arise. We plan on what we are both going to do to make the behaviors better and work together until the behaviors are resolved or until we have exhausted all our resources and need to bring in help from professionals. This prevents us from having to expel or suspend all any children. We encourage parents to have regular conversations with their child about their day's events and experiences. We also encourage parents to communicate with their child's teacher about each day's events and experiences as well. Families and teachers will work together as a team to communicate and provide consistent guidance between the center and home. We ask that you keep us informed of any changes in behavior at home. Steps Taken When Troubling Behaviors Arise:

1. A letter to parents describing the events that occurred will be sent home.
2. There will be a meeting with the teacher, parents, and director.
3. Parents will utilize different resources to try to help the behaviors.
4. If things don't change within the time period set forth in the meeting, the child and parents will take a suspension time off from the center to keep trying.
5. The child can then return to the center and the teacher can see if the behaviors have gotten better.
6. If the behavior has not changed the family will be given a week to find another child care arrangement.
7. Triple R Academy reserves the right to expel or suspend a child from our center for any of the following reasons:
 - The child's needs are not being met.
 - The child is causing harm or is a danger to other children.
 - The child is continuously misbehaving or being disrespectful.

-Health Practices-

Illness Policy

Children should not be brought to the center if they are noticeably ill. We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but they will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.

- Illness that results in greater need for care than we can provide.
 - Fever (above 100°F)
 - Diarrhea, stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
 - Vomiting
 - Mouth sores caused by drooling.
 - Rash with fever, unless a physician has determined it is not a communicable disease.
 - “Pink Eye” with white or yellow eye discharge, until on antibiotics for 24 hours.
 - Impetigo, until 24 hours after treatment.
 - Strep throat, until 24 hours after treatment.
 - Head lice, until treatment and all nits are removed.
 - Scabies, until 24 hours after treatment.
 - Chickenpox, until all lesions have dried and crusted.
 - Pertussis (Whooping Cough), until 5 days of antibiotics.
 - Hepatitis A virus, until one week after immune globulin has been administered.
- Children who have been ill may return when:
- They are free of fever, vomiting and diarrhea for 24 hours.
 - They have been treated with an antibiotic for 24 hours.
 - They are able to participate comfortably in all usual activities.
 - They are free of open, oozing skin conditions and drooling (not related to teething) unless:

The child’s physician signs a note stating that the child’s condition is not contagious, and; The involved areas can be covered by a bandage without seepage or drainage through the bandage.

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

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child’s physician signs a note stating that the child’s condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to our care is required.

Medications

All medications must be handed to an authorized staff member with specific written instructions from a physician for administration. Medications can never be left in the child’s cubby or with the child to administer on their own. Our authorized staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. Medication will be dispensed only when medically necessary. If there is no medication order signed by both a physician and parents, medication will not be dispensed. The medication order must include the medication in its original packaging with prescription number, name of medication, date filled, date of expiration, physician’s name, child’s name and directions for dosage and time line of use. Parents can come in and dispense any medication to their own child at their own responsibility and risk and must take the medication with them. All medications will only be given to the child by one authorized person designated by CLA to do so. All medications will be kept in a locked medication box. A written record of date, time, and dosage given will be kept on file.

Prescription medications require a note signed by the family and a written order from the child’s physician. The label on the medication meets this requirement. The medication must include your child’s name, dosage, current date, frequency, and the

name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

Non-prescription medications require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.

Non-prescription topical ointments (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the child's primary physician, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

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

- Bacterial Meningitis
 - Botulism
 - Chicken Pox
 - Diphtheria
 - Hemophilus Influenza (invasive)
 - Measles (including suspect)
 - Meningococcal Infection (invasive)
 - Poliomyelitis (including suspect)
 - Rabies (human only)
 - Rubella Congenital and Non-congenital (including suspect)
 - Tetanus (including suspect)
 - H1N1 Virus
 - Any cluster/outbreak of illness
 - Tuberculosis
1. A Medication Log must accompany all over the counter & prescription medications. Over the counter medications are usually given for short term health conditions, for an average time of 5 days.
 2. Prescription Medication Must Include:
 - a. Date
 - b. Child's Name Printed Clearly On The Label
 - c. Doctor's name and phone number
 - d. Pharmacist name and phone number
 - e. Name of medication
 - f. Dosage amounts and times to be administered
 - g. Route of medication, i.e. oral, eye, etc.
 - h. Why medication is needed
 - i. Date medication is to end
 - j. Special directions, i.e. take before eating, etc.
 - k. Parent's signature

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Immunization records must be provided upon enrollment. All immunization records need to be provided every year before a year has passed since the last immunization records were provided. Children without immunizations may be enrolled provided they have a form filled out due to religious or personal beliefs.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics in order for your child to remain enrolled in our program. A copy of your child's physical should be received before but must be received no later than 30 days after your child begins in the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program annually before a year has passed since the last physical was provided.

Allergies, Asthma & Other Chronic Illnesses

Families are responsible for notifying us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

-Emergencies, Safety & Security-

Safety

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits. One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play may not occur if the outside temperature is less than 40° F or more than 110° F depending on how the temperature feels on the skin and other factors. Outdoor play will be cancelled if the air quality rating is above 100.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

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

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

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

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Authorized and Unauthorized Pick Up

Your child will only be released to you or those people you have listed as Emergency and Release contacts. The adult must be 18 years or older. Staff will require a photo ID for all unknown individuals picking up children. We will verify in the child's file that this person is allowed to pick up the child. A child will not be released to someone unknown or without a valid photo ID. If you want a person who is not identified as an Emergency and Release Contact to pick up your child, you must notify us in writing, in advance. Your child will not be released without prior written authorization.

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Head Counts & Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

The written policy and procedure governing staff's responsibility for the supervision of children is a Colorado Child Care Licensing rule and regulation is always followed.

Staff – Child Ratios

AGES OF CHILDREN	NUMBER OF STAFF
6 Weeks to 18 Months	1 Staff Member to 5 Infants
12 Months to 36 Months	1 Staff Member to 5 Toddlers
24 Months to 36 Months	1 Staff Member to 7 Toddlers
2 ½ Years to 3 Years	1 Staff Member to 8 Children
3 Years to 4 Years	1 Staff Member to 10 Children
4 Years to 5 Years	1 Staff Member to 12 Children
5 Years and Older	1 Staff Member to 15 Children
Mixed Age Group 2 ½ Years to 6 Years	1 Staff Member to 10 Children

Maximum Group Size for Children

AGES OF CHILDREN	MAXIMUM GROUP SIZE
6 Weeks to 18 Months	10 Infants
12 Months to 36 Months	10 Toddlers
24 Months to 36 Months	14 Toddlers
2 ½ Years to 3 Years	16 Children
3 Years to 4 Years	20 Children
4 Years to 5 Years	24 Children
5 Years and Older	30 Children
Mixed Age Group 2 ½ Years to 6 Years	20 Children

Visitor Policy

Visitors must have proper identification. Visitors will be required to use a sign-in/sign-out log that will include their name, address, telephone number and purpose of the visit.

Accidents and Injuries

Safety is a major concern in child care. Daily safety inspections are completed both indoors and outdoors in order to prevent injuries. If your child suffers a minor injury you will be notified with a written incident report outlining the incident and the course of action taken when you arrive to pick up your child. We will contact parents immediately if a child is severely injured and/or requires medical attention. In the event of a serious medical emergency, 911 will be called. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Please be sure all contact information is kept current so that we can always contact you.
Hot beverages are not allowed in classrooms at any time for any reason for the safety of the children.

Closing Due To Inclement Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water, etc.) prevent us from opening on time or at all, notification to the families will be announced on all radio and TV stations. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified. All children and staff will then remain in the center while the director talks to the family and the police. If the director needs to go anywhere, the director will in order to help. The director and teacher will write an incident report, have it signed and then notify the center's licensing specialist.

Family Behavior Expectations

All families are required to be respectful to all staff members and other families. Families who are loud, use inappropriate language, or threaten to become or are physical will be dismissed from the center. If behavior happens again, the family will be immediately expelled. Triple R Academy reserves the right to refuse service to anyone, at any time, for any reason.

Child Abuse & Neglect Reporting

The Colorado Child Abuse & Neglect Reporting Line: **1-844-CO-4-KIDS (1-844-264-5437)**

Denver County: **303-636-1750**

Jefferson County: **303-271-4357**

Arapahoe County: **303-636-1570**

All employees sign that they understand and agree to the following child abuse reporting guidelines prior to employment:

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency."

“Abuse” or “child abuse or neglect” means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child’s parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse, it is the responsibility of the staff member to report or to cause a report to be made of this suspicion to the local county department of social services or the police department. It is not staff’s role to investigate suspected abuse, only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in section 18-1-106, C.R.S. The staff person could also be liable for damages “proximately caused thereby.”

All cases of child abuse or neglect must be immediately reported. In doubtful case mandated reporter may confer with a director or supervisor to see if they have “reasonable cause to know or suspect” that child abuse or neglect has occurred. Ultimately, however, the mandated reporter has personal responsibility for making the report, and the mandated cannot avoid that responsibility by asking a supervisor or employee to determine whether the report should be made. The law states that if a person does not make a required report, the person may be prosecuted for a class 3 misdemeanor and may be liable for any damages proximately caused by the failure to report. 19-3-304 (a) and (b), C.R.S. (2005).

To File A Complaint CDHS

**Should you have any complaints, please talk to our teachers and director.
If the problem has not been resolved, please feel free to file a complaint with:**

The Colorado Office of Early Childhood
Department of Human Services
1575 Sherman St., 8th Floor
Denver, CO 80203-1714
P 303.866.5958 | F 303.866.5563
E-mail: cdhs_communications@state.co.us

Emergency & Disaster Preparedness

Our center is fully equipped with alarms, lights and rolling cribs for all emergency evacuations.

Our fire evacuation plan is reviewed with the staff and children on a monthly basis. There will be monthly fire drills conducted on various days of the week at various times of the day. Documentation of all fire drills will be kept on file as they are done. All staff and children will evacuate and remain outside until the all clear is given.

In a fire the following steps would be taken:

1. The alarm will sound.
2. All teachers will direct their children to evacuate the building and walk far away from the building.
3. The director will then notify all staff where to evacuate to and notify all parents where to pick up children.

4. Children will only be released to parents and people who are on your emergency contact list, with identification.

Our tornado evacuation plan is reviewed with staff and children on a monthly basis. There will be monthly tornado drills conducted during the months of March, April, May, June, July, August, September, and October on various days of the week at various times of the day. Documentation of all tornado drills will be kept on file as they are done. All Staff and children will evacuate and remain outside until the all clear is given.

In a tornado warning the following steps will be taken:

1. The director will notify all staff and children to evacuate to our tornado evacuation designated location.
2. All teachers will direct their children to evacuate and walk them to our tornado evacuation designated location.
3. The director will then notify all parents where to pick up their children and when it is safe to pick up children.
4. Children will only be released to parents and people who are on your emergency contact list, with identification.

Our shelter in place, active shooter, and reverse evacuation plans are reviewed with staff and children on a quarterly basis. There will be drills conducted for all three plans quarterly. Documentation of all three drills will be kept on file as they are done. Staff and children will remain in place until the all clear is given.

In the event that we need to shelter in place, the following steps will be taken:

1. The director will notify all staff and children to shelter in place.
2. All staff and children will join together in the center of the building, where there are no windows.
3. The director will then notify parents that we are sheltering in place and as things change.
4. Children will be released when it is safe to do so.

In the event of an active shooter, the following steps will be taken:

1. All doors will be locked down.
2. All staff and children will evacuate to their designated areas.
3. They will lock doors and block doorways with heavy furniture.
4. Teachers will be ready and trained to fight if the gunman gets inside.
5. All staff and teachers will remain sheltered until the police come in and give the all clear.
6. Parents will then be informed on everything that has happened and when it is safe to pick up children.

In the event that we need to reverse evacuate, the following steps will be taken:

1. The director will notify all staff and children that there is an outdoor emergency.
2. All staff and children will go inside for safety.
3. All electronics will be unplugged and not used unless they must be used.
4. Staff and children will stay up to date on conditions and when it is safe to return to regular outdoor activities.
5. Parents will then be notified of the reverse evacuation and when it is safe to pick up children.

How we accommodate disabled children in all evacuations:

- Parents of all disabled children will have a meeting with the director and their child's teacher to create a good plan.
- Assistant teachers will be in charge of making sure that the disabled child is safe and makes it out with everyone else.

Our reunification plan is the following steps:

1. The emergency contacts list and attendance sheets must be taken to all drills and emergency evacuations.
2. The contacts list will be used to notify all parents and emergency contacts where children will be evacuated to.
3. Parents and emergency contacts will have time to pick children up from the evacuation location.

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

FAMILY HANDBOOK ACKNOWLEDGMENT

Please sign this acknowledgement and return it to the center prior to enrollment. This handbook may be updated from time-to-time and notice will be provided as updates are made.

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

I have received Triple R Academy's Family Handbook and have reviewed it with a member of Triple R Academy's staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask the center director for clarification of any policy, procedure or information that I do not understand.

Child's Printed Name

Date

Parent/Guardian's Printed Name

Date

Parent/Guardian's Signature

Date

Parent/Guardian's Printed Name

Date

Parent/Guardian's Signature

Date