

BUILDING BLOCKS &
STEPPING STONES

PRESCHOOL HANDBOOK

UPDATED 10/2011

PREPARED BY THE
COLORADO PARKS AND RECREATION ASSOCIATION
PRESCHOOL, LICENSING AND YOUTH CAMPS (P.L.A.Y.) GROUP
AND THE LOUISVILLE RECREATION AND SENIOR CENTER

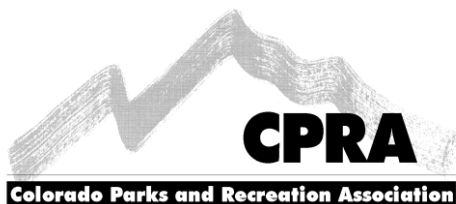


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TABLE OF ORGANIZATION

Louisville Recreation & Senior Center

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Recreation Supervisor-Youth Activities

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Preschool Director/Stepping Stones Teacher

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Stepping Stones Teacher

Krissie Reetz

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BUILDING BLOCKS CLASSROOM 303-335-4930

STEPPING STONES CLASSROOM 303-335-4929

WELCOME TO PRESCHOOL!

Philosophy of the Building Blocks/Stepping Stones

The Building Blocks/Stepping Stones Early Learning Programs are designed to meet the academic, social and physical needs of children by providing a stimulating, safe and nurturing early learning environment. Learning is fostered through play at this young age. Small classes promote social, emotional, fine & gross motor skills, cognitive and language development. The children are given the opportunity to explore their environment and in the process, discover how it works. The positive atmosphere builds self esteem, creativity, risk taking and problem solving abilities and encourages the development of new ideas and learning.

Eligibility for Participation 2011-2012 School Year

Building Blocks participants (ages 3-4 years) must have reached his/her third birthday by September 30, 2011. Stepping stones participants (ages 4-5) must have reached his/her fourth birthday by September 30, 2011.

Children with Special Needs

Building Blocks/Stepping Stones do not discriminate on the basis of race, color, national origin, sex, or disability. Building Blocks/Stepping Stones are dedicated to supporting the Americans with Disabilities Act. Children with disabilities must be able to operate within our established ratio and will be integrated into the regular classroom activities. If a child is unable to function within our ratio, parents must provide and pay for a classroom aide for their child. If your child may require special accommodations for participation, please call Mandy at 303-335-4902.

Hours of Operation and Holidays Observed

Building Blocks: Mondays, Wednesdays & Fridays

Morning Class: 8:45am - 11:00am

Afternoon Class: 11:30am - 1:45pm

Stepping Stones: Mondays, Wednesdays & Fridays

Morning Class: 8:15am - 11:00am

Afternoon Class: 11:30am - 2:15pm

Once the program begins in early September, we follow the BVSD Calendar for all holidays, vacations, in-services and professional days.

Inclement Weather Procedures

If BVSD cancels school for bad weather, Building Blocks/Stepping Stones will be cancelled. Please notify us if you're going to be late picking up your child due to the weather conditions. A message will be posted on the Recreation Supervisors voicemail by 7:30am if there is a cancellation due to weather. Please call this number, 303-335-4902, and not the front desk.

In cases of extreme heat when activities are scheduled outdoors, the activity time shall be shortened. The children will then be moved indoors. In cases of rain, lightening, or a tornado warning, the activity will be moved indoors.

Admission

Once enrolled in the Building Blocks or Stepping Stones program, your child's enrollment carries over each month throughout the school year (Sept-May). Class curriculum will remain age appropriate. There is no need to switch classes when your child has a birthday.

All families must enroll to have their tuition deducted automatically from a bank account by completing the Auto Debit Form. Please complete the Auto Debit form and return it with a canceled check with the rest of your paperwork. Tuition will be deducted the first of the month.

Registration of Children/Custody Situations

In the event of shared custody arrangements, it is assumed that both parents are in agreement with the child(ren) attending the program. The City of Louisville will not interpret or mediate any conflicts regarding custody or parenting time disputes. If there are any custodial arrangements that may affect the child during the participation of the program, it is the enrolling parent's responsibility to make the staff fully aware of all such arrangements.

Fee Schedule

Fees for the 2011-2012 school year are as follows:

<u>Class</u>	<u>Lsvl Res Monthly Tuition</u>	<u>Non-Res Monthly Tuition</u>
Building Blocks	\$171	\$213
Stepping Stones	\$203	\$253

Identifying Where Children Are at All Times

Schedules of activities are given out to parents and children at the beginning of each month. Changes are given out as they occur. When children are out of the Building Blocks/Stepping Stones room a sign will be posted on the door as to where the children can be found.

All children are under direct supervision at all times. The teachers keep a sign in sheet of children in attendance and frequently take head counts.

Conduct in the Classroom/Discipline

In order to make Building Blocks/Stepping Stones a positive experience for all children, we ask that three basic principles be observed:

- Keep yourself safe
- Keep others safe
- Keep the materials and equipment safe

Teachers use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate activity to a more appropriate activity. Teachers communicate with and provide guidance to the children when solving problems in the classroom. This communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving. Behavior issues are handled on an individual basis as they arise.

When a child is repeatedly having trouble observing classroom guidelines, staff will discuss an appropriate plan of action appropriate for that individual child. Steps may include any or all of the following steps in a supportive manner with teacher involvement and support:

Child takes a break from the group with the teacher. Separation is never punitive, but used as a chance for the child to calm himself.

Discuss with the child the inappropriate behavior before returning to the group.

Parents will be notified of any problems during the class.

Staff will document serious behavior problems.

Physical punishment is never used. Punishment is not associated with rest, toilet training or eating.

It is the parent's responsibility to note on the child's paperwork and emergency card any behavior, mental, or physical issues, which may affect his/her day-to-day activities in class. Failure to do so may result in the child's dismissal from the class.

If a child's behavior continues to be a problem and/or the safety of others is at risk, a decision could be made to suspend a child temporarily from the program or the child may be removed from the program entirely.

Children Who Become Ill/Accidents/Emergency

If your child is exhibiting any sign or symptoms of illness, please be considerate of others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to Building Blocks/Stepping Stones. If a child should become ill or get injured during class, the parents/guardians will be notified.

Children must be symptom-free, **without medication**, for 24 hours before returning to class.

Ill children will be separated from the other children and will be offered a blanket and mat to lie on. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury and an incident form will be filled completed. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pickup their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Building Blocks/Stepping Stones Director, Lana Fauver, any exposure to communicable illnesses outside the center. For the safety of others, the child will then be excluded from the center for the period of time prescribed by the child's physician or the local health department. A notice is posted to inform families that there was a confirmed case of a communicable illness.

Lost Children/Natural Disasters

All Building Blocks/Stepping Stones Staff members are trained in the established safety procedures. Drills are held to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place in such situation

- A. Specific procedures for responding to the crisis will occur.
- B. The Recreation Supervisor will be notified.
- C. Local authorities will begin work immediately.
- D. Emergency transportation will be provided.

E. Children's parents or guardians will be notified promptly.

When the Building Blocks/Stepping Stones Staff hear the tornado siren or are alerted by the Recreation Supervisor that there is a tornado warning, children will be moved to the designated tornado safe spot. Preschool Staff will take attendance once they are safely in the designated area. Once the Recreation Center receives an all-clear signal from a Supervisor or the Police Department, children will return to the classroom.

Transportation of Children

Transportation is not provided by Staff. Staff is not permitted to transport children in their private vehicles.

Field Trips/TV & Video

Any field trips will be in town and the children will either walk or meet at the designated sites.

Videos are seldom used, however, if teachers feel a particular video may enhance the learning process, teachers will preview the materials and ensure the relevance to the current lesson plan.

Safety When Riding in a Vehicle/Vehicle Supervision

Not applicable as children will not be transported.

Arrival/Release of Children

It is required that all children be accompanied to and picked up from the program by an authorized person. Children may not sign themselves in or out of Building Blocks/Stepping Stones. Sign-In/Sign-Out will provide a clear record of attendance, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to Building Blocks/Stepping Stones Staff may be asked to show ID. Authorized persons must be at least 18 years old. No Building Blocks/Stepping Stones Staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

Late Pick-Up/Failure to Pick-Up

Please contact the Recreation Center at 303-666-7400 if you are going to be late. A late fee of \$1 for every minute will be charged for any pick up that occurs after the scheduled pick up time. This must be paid before the child can return to class. Please note, a late fee will be collected even with advance notice. After 15 minutes, the child is placed in the care of the Recreation Supervisor. After 45 minutes, the child will be placed in the custody of the local authorities.

Late Arrivals

If a child arrives late to class, they are expected to join their respective group activity.

Storing and Administering Children's Medication

Please notify the Recreation Supervisor if during class your child will need any type of medication, prescription or over-the-counter, or if they require special medical attention due to allergies. Parents need to meet with the Program Supervisor and Staff in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. Parents should check with their health

care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in class.

In the event that a medication does need to be administered during class time by staff, we must have on file before administering the medication 1) written authorization from the health care provider 2) parent written authorization 3) and medication in the original labeled container- a pharmacy label is required for all prescription medications. Please use the correct form provide under "Other Forms/Materials" on our website. Please return all needed materials to Mandy Perera **before** your child begins the program.

Only the those trained in Medication Administration are authorized to administer medication, and only if there is a signed parent/guardian and physician waiver on file as well as the medication in the original labeled container. Confidentiality of the child will be maintained at all times. All medications will be kept in a locked cabinet away from children except for emergency medications such as epi pens. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

Handling of Children's Belongings

All children's belongings should be labeled with their name and stored in their cubbie or coat bucket. Although the Building Blocks/Stepping Stones Staff make an effort to monitor children's belongings, we cannot guarantee the security of your child's belongings. Building Blocks/Stepping Stones provides activities and equipment for children. Children should not bring expensive or valuable items to the program. The City of Louisville is not responsible for lost, stolen, or damaged items.

Label all items brought from home with your child's name.

Sunscreen

Please apply sunscreen to your child daily before attending Building Blocks/Stepping Stones. Please initial the clause on the Admission Form to give consent to Staff to help your child re-apply sunscreen if needed.

Snacks

All children should eat breakfast/lunch prior to class. A snack is provided by one family for the whole class. Per regulations set by the Colorado Department of Public Health and Environment, "all food items must be store bought, pre-packaged items in their original unopened container. No perishable items such as cheese or yogurt please. Safe drinking water will be freely available to the children at all times. All foods are stored, and served in such a manner as to be clean, wholesome, free from spoilage and safe for human consumption. Home-canned foods cannot be served." A record of served snacks is available for review with the Staff.

Birthday treats (cupcakes) and special event snacks are fine and encouraged as a way to celebrate but they must be store-bought and unopened.

- Sign up to bring snack depending on your classroom request.
- Please keep snack simple and the portions small. Please send along any needed utensils and napkins are always appreciated!

- No peanut butter or nut products in the classroom please.

Diapering and Toilet Training

Please have your child use the restroom before leaving home and again right before class. The toilets for Building Blocks/Stepping Stones are located outside of the classroom and any time a teacher has to take a child to the restroom, it takes away from the learning opportunities for the entire class. It is preferred that participants of Building Blocks/Stepping Stones are potty trained. If your child is not potty trained, please speak with Mandy Perera or the teacher prior to the first class. If your child is not potty trained, you must remain in the facility during class. Building Blocks/Stepping Stones Staff will not change diapers at anytime. Teachers will use verbal guidance with children in the bathroom, but at no time will physically assist in toileting. In the event of an accident during class time, the child will be given their change of clothes and if necessary, the parent will be called.

Appropriate Dress

Children should wear "play clothes" to school. Closed-toe shoes (sneakers) are ideal for outdoor play. We go outdoors almost every day, even during cold weather, so please dress children appropriately according to weather. Arts and crafts may be messy so that the children can feel free to express themselves. Also consider the needs of your child for the use of the restroom. Clothing which children cannot handle themselves, such as; one-piece jump suits and complicated belts or buckles are not recommended. If your child wears snow boots to class, please bring a change of shoes for in the classroom.

Visitors/Volunteer Policy

Parents may visit the classroom at any time. All visitors, are required to check in with Building Blocks/Stepping Stones Staff and sign in on the Visitor's Log located at the Sign In/Out center. Persons unknown to staff will be required to show a State issued photo ID for identification. All volunteers must complete a City of Louisville Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Recreation Supervisor.

Communication with Parents

We believe in an open door policy and want our parents to feel involved in their child's learning. Parent conferences may be scheduled at any time. Activities are planned throughout the year to encourage interactions between staff and families.

Parent/Teacher conferences are normally scheduled in February.

Please notify staff of events that may affect your child's day at school, such as: home issues, birth of a new sibling, death or illness of someone important or a pet, upcoming events/trips/visitors. This helps staff to understand and handle behaviors that may stem from events that trouble or excite children.

Teachers keep parents informed of classroom happenings in a variety of ways, to include: Program Newsletter, Monthly Calendar, brief conversations before and after class, written notes sent home or telephone conversations, messages posted in the Sign-in/out area, E-mail and the dry erase board.

Filing a Complaint

We want to hear from you if you have questions or concerns about your Building Blocks or Stepping Stones class. We will make every effort to resolve any issues or concerns you have about the program. Should you have a concern, or idea for improving the program, please speak with your child's Teachers, the Program Director or the Recreation Supervisor.

If you have a complaint regarding suspected licensing violations at this or any other licensed child care center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call (303) 866-5958.

If you suspect child abuse or neglect, you should seek assistance from the County Department of Human Services. The telephone number for the number for Boulder County is 303-413-7400.

Reporting of Child Abuse

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of suspected child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the County Department of Social Services, Police Department, or other law enforcement agency in the community or County in which the facility is located.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the County Department of Social Services in the County in which the child resides or the local law enforcement agency in the County in which the incident is believed to have occurred. The telephone for Boulder County is 303-413-7000.

Request for a Child's Removal and Appeals

The removal of a child from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

Before a child is removed, the Recreation Supervisor will discuss the current situation and everything that has occurred to date with the Superintendent of Recreation. With the Superintendent's approval, the Recreation Supervisor will then inform the parent/guardian by phone that their child is dismissed from our program. Additionally, the Recreation Supervisor will follow-up the call with a letter stating what actions have been taken and why. This letter will also indicate that a copy has been sent to the Superintendent of Recreation.

An Appeal Process is available if the parent(s)/guardian(s) by contacting the Recreation Supervisor to arrange a hearing before the Appeals Board (Recreation Superintendent, Recreation Supervisor, and Building Blocks/Stepping Stones Director). The family would then plead their case; bring to the Board's attention any extenuating circumstances or reason that an exception should be made and their child be reinstated to the program. The Board has the authority to make exceptions and would give the parent/guardian their decision within 24 hours of their appeal hearing.

Child Helmet Use

Children are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a Building Blocks/Stepping Stones activity. Helmets are provided for use with program equipment.

Withdrawing From the Program

A parent or guardian may withdraw his/her child from the Building Blocks/Stepping Stones at any time. However refunds will be given based on the following refund policy.

Refund Policy

- The deposit collected upon registration for the program is non-refundable.
- All cancellations must be made in writing on a Louisville Recreation Center Cancellation Form and turned into the Recreation Supervisor before the 15th of the proceeding month's tuition (ex: if your child will no longer be attending the program as of December 1st, parents must complete a cancellation form before November 15th) in order to not be charged for the upcoming month's tuition.
- Refunds will be issued in the form of a check or credit card (depending on method of payment) or a household credit balance.
- Refund checks may take 2-4 weeks to process and will be mailed to you at your address listed in the registration system, Rectrac.
- All cancellations initiated by the participant must be approved by the program supervisor.