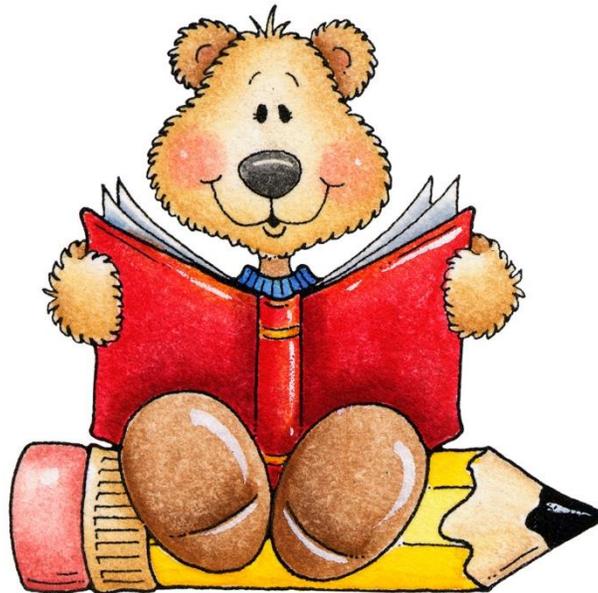


Kinderkirk Preschool and Childcare Center

A Ministry of the Ecumenical Church of Pueblo West



Family Handbook	2017-2018
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Kinderkirk is a Year-Round Preschool
and Childcare Facility, License #62250

434 S Conquistador Ave, Pueblo West, CO 81007 719.547.3298 Office@kinderkirk.com

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Family Handbook, The purpose of this handbook is to give an overview of the guidelines and practices of Kinderkirk. The information is presented for all families to read and understand how Kinderkirk is established to serve our families.

Change in Handbook, Policies and Procedures for Kinderkirk parents and staff. It shall be the intent to give reasonable notice usually of two to three weeks should a change occur in the documents and policies. Kinderkirk does reserve the right to change any policy at any time should it influence the health, safety and security of Kinderkirk. Parents will be notified of such changes.

Policies and Procedures Handbook

If additional specific information is required on a Family Handbook it will be noted to read the Kinderkirk Policies and Procedures Handbook which goes into greater specificity on related topics. The policies and procedures handbook can be found in the Kinderkirk Office and on the Kinderkirk.com website.

About Us

History of Kinderkirk

Kinderkirk Preschool and Childcare Center opened on March 1, 1976 as a ministry of the Ecumenical Church of Pueblo West. Over the years, Kinderkirk has grown from a one-day-a-week mom’s day out program to a five day-a-week preschool. In the fall of 2005, Kinderkirk moved into its new facility. In November of 2010 Kinderkirk opened as a licensed Childcare Center (License # 62250) serving children 6 weeks though 6 years of age. The Ecumenical Church of Pueblo West Board of Directors as well as the Pastor serves as the governing board for Kinderkirk. This board meets monthly during the school year and oversees such things as fundraising, policy making, financial decisions, evaluation of staff and curriculum. Finally, the Board of Directors for the Ecumenical Church of Pueblo West serves as the overall governing board for Kinderkirk. Kinderkirk partners with: Colorado Department of Education, Children’s First Resource and Referral, Pueblo Early Childhood Council, Colorado Association for the Education of Young Children, Colorado Shines Rating Program, Early Head Start and Early Learning Ventures’ Early Head Start Program.

Mission of Kinderkirk

To provide a quality, safe, nurturing, Christian Educational experience for all parents, children and staff while we serve the community of Pueblo West and surrounding areas.

Kinderkirk Strives to be A+ for our students, families, and staff

Assessment: Kinderkirk staff through high quality training assesses children to find out their developmental levels and communicates this with our parents.

Activities: Through age appropriate physical activities, our children learn the use of both fine and gross motor skills.

Academics: Age appropriate instruction has always been at the forefront of Kinderkirk's reputation as a leading childcare center.

Vision of Kinderkirk

- Provide guidance towards spiritual growth in Jesus Christ
- Provide a warm and nurturing atmosphere for young children to grow and develop
- Provide age-appropriate activities for learning and development
- Understand the children we serve by administering age appropriate assessments.
- Provide opportunities for children to begin their academic path to success

Purpose and Philosophy of Christian Education Statement & Belief Statements:

The Christian school is an arm of the Christian home in the total education of children. Kinderkirk Preschool and Childcare Center is an extension of the home to afford the parents the opportunity to instruct their children in God's way and to fulfill the promise of Proverbs 22:6 "train up a child in the way he should go, and even when he is old he will not depart from it", and 2 Timothy 3:16, "every scripture **inspired of God is also profitable for teaching, for reproof, for correction, for instruction** which is righteousness".

Chapel Time

The Bible is used to give our children a strong Christian foundation. Wednesday is Chapel day and all children attend. This is a great time for singing and glorifying God. Our children also learn about God in their classrooms daily.

Introduction

This handbook is to acquaint you with our policies, procedures, and practices. It is your copy for reference. It is very important that you read through it carefully. If you have any questions or concerns regarding one or more of our policies, procedures or practices, please feel free to discuss or ask the Director about these uncertainties.

Kinderkirk Moves to A Year-Round Program beginning in 2017

Kinderkirk moved to a year-round schedule in 2017 in order to serve our parents. There is no longer a start and stop to the school year. This was done to serve our parents and community of Pueblo County as many of our parents work or attend college year-round.

Definition of Family

In this handbook, Family is referred to as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Home Language

Students and parents can receive communication in their home language in the following ways: through a staff member or personal family member fluent in that language or a written document translated from English to another language with Google Translator. Examples include the use of a personal family member to interpret a conversation during a parent/teacher conference or the translation of the Parent Handbook to another language. Parents will be asked by staff if they need an interpreter when a suspected need arises.

Partnership with Early Head Start

Since 2015 Kinderkirk has been in partnership with Early Head Start. The program brings helpful resources to foster families, low income families, families with a child who has an Individual Education Plan.

“The Early Head Start-Child Care Partnership (EHS-CCP) initiative brings together the best of Early Head Start and child care through layering of funding to provide comprehensive and continuous services to low-income infants, toddlers, and their families. Integrating Early Head Start comprehensive services and resources into the array of traditional child care and family child care settings creates new opportunities to improve outcomes for infants, toddlers, and their families. Early Head Start provides comprehensive family centered services that adhere to the Head Start Program Performance Standards (HSPPS)² to support high-quality learning environments. Integrating Early Head Start comprehensive services and resources into the array of traditional child care and family child care settings creates new opportunities to improve outcomes for infants, toddlers, and their families.”

In essence, EHS provides free comprehensive, family-centered services (family support) that complement traditional child care which the parent does pay for, through a combination of EHS Tuition Support, CCAP and/or parental fees. In addition, they receive developmental screenings and referral and linkage to the following:

- medical screenings
- dental
- nutrition
- vision
- mental health services

For more information please see “Policy and Procedures Handbook” Early Head Start

Non-Discrimination

Kinderkirk Preschool and Childcare Center does not and will not discriminate in admission on the basis of race, color, religion, sex, national origin, or any other protected characteristic under State and Federal law. We invite all parents interested in having Kinderkirk Preschool and Childcare Center as their child’s care provider to make an appointment with the Center Director, and tour the facility.

Ages of Children Accepted

- 6 weeks to 6 years

Teacher / Staff Qualifications

Teachers meet the minimum qualification of obtaining a CDA or Child Development Associate specific to infant and toddler growth and development. Teachers may also have the following college course in order to meet the minimum standards for Early Head Start: Introduction to Early Childhood Education, Guidance Strategies for Young Children, Infant and Toddler Theory and Practice, and Introduction to Infant and Toddler Lab Techniques. In addition, teachers receive ongoing professional development.

All staff have gone through a complete Colorado and Federal background check

Enrolling a Child at Kinderkirk for the First Time

It is important to note that parents pay for a “slot” at Kinderkirk whether the child is in attendance or absent. Parents receive a slot at Kinderkirk when the registration is paid. A Registration payment holds the slot at Kinderkirk for ten days. Additional days for holding a slot at Kinderkirk will be billed at 50% the listed rate. The 50% reduced tuition has a maximum hold of 15 days.

When a new child enrolls at Kinderkirk Preschool and Childcare Center, the following documentation needs to be completed and returned to the center before the child can begin care:

1. **Student Enrollment Form** – Completed by the child’s parent/guardian. Be sure to include family and friends that you authorize to pick up your child from the center and information about your child’s doctor and medical insurance.
2. **Parent/Guardian Consent Form** – Completed by the child’s Parent/guardian. Please read the Parent Handbook before signing this form.
3. **CCAP Parent Policies Form** – (For CCAP families only)

Current Immunization Record* – Can be obtained from your child’s physician. **With the demand from the Health Department and for the safety of our children at Kinderkirk. For those students currently enrolled at Kinderkirk, it will be necessary for all medical records to be current as of June 30, 2017. Should medical records not be current, it will be necessary to withhold the student from the Kinderkirk program until all records are current. Please note that since a “Slot” will be held during this time; tuition charges will occur.**

4. **General Health Appraisal*** – Filled out by your child’s physician. Be sure to have the physician mark that hearing, vision, and dental screenings have been performed.
5. **Immunization Record** – Filled out by your child’s physician.
6. **Health Care Action Plan** – Required for children that may need medication and other interventions while at school. This is filled out by your child’s physician.
7. **Food Program Income Eligibility Form**
8. **A Registration Fee** of \$150 per child is required to reserve your spot prior to the child’s first day of admittance

(Medical Forms can be faxed to us by your doctor at 719-547-3298).

Parents of children who may qualify for the Early Head Start Program must complete a pre-application and provide verification of income, a birth certificate for the child and proof of residency.

*The Colorado Division of Child Care requires every child entering a program to have proof of immunization upon enrollment as well as a General Health Appraisal signed by a physician, and must be on file within 30 days of enrollment.

Class Ratios

Kinderkirk Preschool and Childcare Center hires additional staff to lower child to staff ratios in our classrooms by placing additional staff in the classroom during critical transition periods such as but not limited to curriculum, diapering, meal times, and nap time to give our teachers some additional assistance.

Children's classrooms for infants and toddler, (ages 0-3 years of age) are established for optimum care and for the education of the children. There will be 1 teacher for every 4 children in an Early Head Start Classroom. No more than 8 toddlers or 6 infants will be placed in any one classroom.

Family Events

Kinderkirk Preschool and Childcare Center offers several annual events to get to know families and connect with their children. This includes a Thanksgiving Dinner where parents are invited to attend. We also have our class parties where parents are invited to come visit.

Master Calendar

You will be given a master calendar with the events of the year. Infants and toddler parents are encouraged to attend regularly scheduled parent engagement meetings once a month.

Graduation for Pre-Kindergarten

Graduation will still occur for our Pre-k students. Beginning in 2018, Graduation will be held in July. However, many of our parents will continue to bring their child to Kinderkirk until the start of the school year for the school district. Tuition stays the same through the summer months as we continue to set the standard for child assessment, activities, and academics.

Quality Improvement Plan (QIP) and Strategic Planning

Kinderkirk is always looking for ways to improve our level of care and education. Kinderkirk has a QIP that is updated annually. A copy of the QIP is available to parents in the front office. The QIP reflects goals, timelines, and outcomes for Kinderkirk's quality improvement. The QIP is also shared in monthly newsletters to parents and staff. Parents are encouraged to discuss any thoughts or concerns with the center director.

Kinderkirk's Strategic Planning Guide is updated as necessary to ensure that the goals and direction are monitored frequently throughout the school year. See "Policies and Procedures" for more information.

Filing a Complaint

If a problem should occur, it is our hope that the parents will direct any questions or concerns to their child's teacher. If the problem cannot be handled at that level and the Director is unavailable to help. If you wish to appeal the decision made by the director you may contact the Director of Educational Ministries, Randy Schade, 719-547-1322. Every effort will be made to review the situation. If you feel licensing is being violated, you may contact the State of Colorado Department of Human Services, Division of Child Care (1575 Sherman St., Denver, CO 80203 – phone 303 866-5958). We truly want to

provide a safe and happy environment for your children, and are constantly rechecking ourselves. Your input is truly important!

Confidentiality of Records

The information in your child's records is considered privileged and confidential. No one who is not directly related to the care of your child, or with Center management or the State licensing agency, or the City/County Health Department will have access to the record without your written permission. As a parent or guardian, you may have access upon request. It is the parent's responsibility to notify the Director immediately if there is a change of address or phone numbers. This is essential information that must be kept current in case of an emergency. Please remember that for your child's safety, we **MUST** be able to reach you at all times of the day.

See "Policies and Procedures Handbook", Transfer of Child's Records

Privacy:

Kinderkirk may occasionally photograph children for different occasions. The pictures may be used for the classroom, newspaper, our Kinderkirk web-site and Facebook page. These photos can only be used with the parents' permission indicated on the enrollment.

Sunday Service:

As a ministry of the Ecumenical Church of Pueblo West and in very proud tradition we have been providing quality Christian education opportunities to our students and their parents. The congregation of our church provides a lot of volunteer hours, financial support, and prayer in order for our program to be as successful as it is in the Pueblo West community. Therefore, your child's class may be asked to join us for a church service on Sunday one or two times throughout the year in order to proudly demonstrate to our congregation what opportunities our children have at Kinderkirk. Students will be asked to sing songs in order to show church members what has been occurring in our school. Please join us in this optional opportunity for Sunday service as we greatly and graciously promote our program. Please understand that Sunday Service is optional.

Christian Civility Policy

As a ministry of the Ecumenical Church of Pueblo West; in that manner all employees of Kinderkirk will serve our parents with courtesy, respect, professionalism and integrity. All staff shall be held accountable and to a very high standard by the Director. Therefore, parents or guardians shall follow the same principles at Kinderkirk. If it is found that these standards have not been followed a review of the child's enrollment of Kinderkirk will be held.

More specific information can be found in "Policies and Procedures Handbook", Parent / Guardian/ Grandparents / Code of Conduct Policy

Assessment, Academics and Activities the cornerstone of Kinderkirk

Curriculum

Kinderkirk Preschool and Childcare Center provides a developmentally appropriate method of presenting areas of learning in an environment that encourages self-discovery, mastery, and an acceptable level of courage. When your child participates in a developmentally appropriate program, over a course of several

months you will begin to see new words and ideas come from your child. Self-esteem will thrive when your child masters the pre-academic skills that are required for grade school success. Our daily schedule will be consistent, yet flexible enough to encourage learning. We will have our meals/snacks, outside time, and nap times at the same time every day. We will be flexible in our length of time of certain activities, or changing the activities, to fit the needs of the children that day. Our rooms will be set up with learning centers to ensure discovery and excitement. We emphasize self-help skills so your child will be ready for Kindergarten. A good preschool program makes the difference between a satisfactory child care environment and a quality preschool program. Good child care might be acceptable for a few hours a day, but your child deserves a stimulating age appropriate education when many hours of care are needed. Kinderkirk Preschool and Childcare Center uses Creative Curriculum which covers the needs of the whole child. We want your child to be elementary school ready to learn and have fun!! The worship curriculum we use is God's Word, the Bible. All students take part in Chapel weekly which is provided by the Ecumenical Church of Pueblo West and facilitated by Preschool & PreK teachers on a rotation schedule.

Assessment of your child

For new students, the first conference will be a developmental screening within 90 days of enrollment or when the child changes classrooms. Infants and toddlers will be screened within 45 days of enrollment. During a child assessment, teachers screen for developmental concerns. Kinderkirk makes a referral or provides referral information to the family during Parent/Teacher conferences or as appropriate for any child for whom a developmental concern has been identified. Services may be suggested such as but not limited to Child Find and Health Solutions Mental Health Network to help with suggestions for your child's development and learning.

Within 45 days of enrollment infants and toddlers will participate in a developmental screening. The ASQ-3 and the ASQ-SE2 (Ages and Stages developmental screening tool) will be conducted to assist teachers in developing activities and environments that will assist infants and toddlers in their growth and development.

See "Policies and Procedures Handbook", Developmental Screenings

Children with Special Needs

Kinderkirk Preschool and Childcare Center will be in compliance with the Americans with Disabilities Act relating to special needs children. Our goal would be to help them adapt to our program, if appropriate, with reasonable accommodation. Please communicate with the Director openly regarding your child's special needs and your expectations of the Center. If your child has an Individual Family Service Plan (IFSP) or an Individual Education Program (IEP), we would like a copy of the plan so we can design learning activities that aid in meeting their goals. Physical Therapists and Occupational Therapists are welcome to schedule appointments to work with their clients in their school environment during hours of operation. We maintain an open dialogue with Health Solutions Mental Health and/or Child Find. We truly want to build a program that benefits you and your child.

See "Policies and Procedures Handbook", IEP/IFSP Implementation

Activities; Does it look like "recess"

Structured free play and the appropriate use of centers is key to Kinderkirk

Transitions

When your child transitions to a new classroom we try to make them feel as comfortable as possible. Each child gets a class folder that tells parents about the teacher and includes a checklist of what to bring the first day. We encourage communication with teachers and we send photos of their first day with a message about how they are doing. We follow up with parents and teachers daily to resolve any problems with the transition. Infants and toddlers participating in the Early Head Start Program will have a transition plan that will be shared with their parent.

Kinderkirk seeks to minimize changes of teachers and staff during the school year so that children and families can enjoy the comfort and security of a familiar face and consistent learning environment. If a change in staff is necessary, the program will prepare children and families and ease the transition by following the procedure below. The transition process is a team effort which involves everyone at the center, regardless of organizational position.

Our director is responsible for enforcing the policy by ensuring that staff understand the policy and follow the procedure. The Departing Staff Member, Replacement Staff Member, and staff assigned to fill positions temporarily are accountable for executing the policy and procedure.

Procedure

- A letter or conference will be sent home or held to the affected children's families to inform them of the upcoming change in staff.
- The new teacher will arrange to meet the children and families and promote familiarity and recognition.
- The new teacher will visit the classroom to observe the daily routine and interactions between the teacher and children.
- Three to four days prior to the departure the new teacher will come into the classroom to co-teach lessons, interact with the children, and learn more about each individual child through reviewing any documentation or assessments. The new teacher will be given a clear overview of each child's development and progress.
- The departing staff member will talk with the children about his/her departure. There will be a "goodbye activity" (such as a special snack) and the children will have the opportunity to make cards, pictures, etc.
- If possible, the departing teacher will periodically visit his/her first classroom during the first two weeks following his/her departure.
- If there are two teachers in the room and one teacher leaves the program, the second teacher will help the children cope with the change.
- When possible, job openings will be filled from qualified substitutes and part-time personnel who are already familiar with the children.
- When a teacher leaves abruptly and there is no opportunity to plan for the change, the following procedure will be followed:
- A letter will be sent home to notify the children's families immediately.
- The director or an experienced teacher from another classroom will function as a temporary teacher until a replacement teacher arrives.
- Kinderkirk will make every effort to have staff recognized by the children, such as part time teachers, student teachers and specialists, spend extra time with the children during the transition.
- Parents will be invited to spend time in the classroom.
- The new teacher will carefully review assessments, IEPs and INFPs of children in the classroom, and get to know the individual needs of the children ASAP.

See “Policies and Procedures Handbook”, Family Partnerships--Transitions

Parent/Teacher Conferences

We schedule regular parent/teacher conferences twice each year in October and March or at any time you or the teacher request, to discuss your child’s behavior, progress, social and physical needs. Pre-K students have their conferences in May instead of March. The conferences are designed to outline your child’s strengths and areas for improvement.

Home Visits

Home visits will be conducted twice a year for Early Head Start children.

Parent’s Right to Access Their Child

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Kinderkirk. There are at times when Custody Orders, Restraining Orders and Protection from Abuse Orders are in place. For specifics on legal cases involving access and custodial care, please see “Policies and Procedures Handbook”, Parent’s Right to Immediate Access Policy.

Primary Care Policy

Children of all ages learn best, feel more comfortable, and settle in at Kinderkirk when they are with the same teacher(s) on a daily basis. Please see “Policies and Procedures Handbook, Primary Care Policy.

Potty Training Required for transition from Toddler 2 to Pre-School

3- Year Old Children enrolling or transitioning into Pre-school must be potty trained. 3-year old children who are transitioned to Pre-school or a child enrolling in Pre-school are required to be out of diapers and potty trained. In rare cases where a 3-year-old child is transitioning from Toddler II to Pre-school and are still needing to wear diapers; unfortunately, the parent will have to dis-enroll in Kinderkirk’s program. See Policy “Potty Training” in Kinderkirk Policies and Procedures for details.

Rest Time

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

After lunch, all children, participate in a quiet rest time. Per state licensing, children must lay down for 30 minutes. Children are not required to sleep and may be given quiet activities.

See “Policies and Procedures Handbook”, Safe Sleep Policy

Electronic Media

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 to no more than 30 minutes per week per child.

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.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Attendance and Withdrawal

Hours of Operation/Holiday Schedule

Normal hours of operation are 7:00 a.m. to 6:00 p.m. Monday through Friday. Children may arrive or be picked up anytime during the above hours. At the end of the day, our Staff will physically inspect each room and outdoor areas to ensure all children have been picked up.

Holiday Closures

1. New Year's Day
2. Memorial Day
3. July Fourth
4. Labor Day
5. Thanksgiving and the Day After
6. Christmas Day

Holidays, sick days or additional vacation time are not discounted. Since a child holds a "slot" and teachers must still be paid, full tuition is due even when your child is absent or Kinderkirk is closed.

Absences

1. If your child is going to be absent on a given day, please call the Center before 9:00 a.m. If your child has a contagious illness, please let the Center Director know as soon as possible so they can notify other families to be alerted to any symptoms in their children.

Vacations

1. Since we value the time families spend together, we allow vacation days for each enrollment year, July 1st – June 30th, without being charged for the time or losing enrollment.
2. Parents who sign up for childcare for a three, four or five days of care will receive vacation days to use throughout the year. Vacation days will be determined by multiplying their # of days of care times two. In example sign up for 4 days of care, receive eight vacation days. Vacation days can be used throughout the year without daily tuition being charged to the account. Vacation days must be scheduled before the absence occurs. Requesting Vacation Day usage after the absence has occurred is not allowed.

3. Vacation Credit does not roll over from year to year. Other holidays, sick days or additional vacation time are not discounted. Since a child holds a space and teachers must still be paid, full tuition is due even when your child is absent. Should the Center close because of severe weather conditions, a credit will be made to your account.

Early Head Start Children not attending for more than two weeks must complete an extended leave form certifying that the child will return to the center.

Placing your slot at Kinderkirk on Hold

At times parents need to withdraw their child from Kinderkirk due to family situations. When this occurs, a parent may hold their “Slot” at Kinderkirk no more than three weeks, during this time tuition will be billed at 50% off the listed rate. For those parents not wanting to pay the 50% tuition to hold the “slot” may do so; however, their request will be placed on the waiting list for their desired classroom and enrollment process starts over; a new registration fee is required.

Withdrawing Your Child

In the event that you choose to withdraw your child from Kinderkirk Preschool and Childcare Center, we ask for two weeks’ notice in writing. If in the event we must terminate our services to you, we will give you two weeks’ notice in writing. If two weeks is not provided you will be billed for those two weeks and payment is expected prior to termination of care.

Guidance

Kinderkirk children will learn three basic rules.

Keep your friends safe

Keep yourself safe

Keep your school safe

General Procedure

Kinderkirk 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.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

Challenging Behavior

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

Each student at **Kinderkirk** 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.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

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.
- Development of a Progressive Discipline Plan. See "Policies and Procedures" for more information.

Tuition/Fees

Payment and Fees

Kinderkirk Preschool and Childcare Center is a ministry of the Ecumenical Church of Pueblo West. It is a non-profit organization. It depends on tuition for the program expenses.

1. **The tuition fee will be charged weekly as prepayment for the upcoming week of service.** You can pay for more than one-week tuition if you chose our desire is to provide top quality care for your child at a reasonable cost.
2. Tuition can be paid by cash, check, money order or Visa/MasterCard. In the event that the office is not open, please feel free to drop a check, money order or cash in one of the two payment boxes. One is located in the front of the office above the window and the other is located in the East Modular just inside the door. An additional fee of \$35.00 will be charged for any check returned from the bank for insufficient funds.

3. The weekly fee for your child can be found on your completed Enrollment Agreement, or in the Tuition Schedule. If it is necessary to change any tuition or fees, parents will be notified sixty (60) days prior to any change. Parents may pay weekly, bi-weekly, or monthly, so long as payment is received prior to child care services being used.
4. Tuition is due by the 1st class of the week. The Director of Kinderkirk or Office Manager reserves the right to make individual arrangements if recurrent problems persist in receiving tuition payments.
5. Weekly tuition that are not current at the end of the month, will be assessed a late fee of \$25. Unless the parent has made other arrangements to go on automatic ACH withdrawal dates that occur on the 2nd and the 15th of each month.
6. If the account reaches 21 days past due an appointment will be made by the office to establish a payment plan. *Your children may be suspended from care until arrangements have been made.*

Tuition Rates

Tuition Rates can be found on the Kinderkirk Registration and Enrollment brochure or “Policies and Procedures Handbook”, Tuition and before and After Care Fees

Reduce Tuition with Automatic Withdrawal from Checking Account

Receive 1.5% of tuition by signing up for automatic ACH withdrawals through the Kinderkirk office. Parents who pay their tuition twelve months in advance will receive a 2.5% reduction in their tuition costs.

Before and After School Care for Pre-School and Pre-K students

Daily Before and after care is available for an additional charge.

- Before Care (7am-8:00am) will be billed at a rate of \$4/day.
- After Care (3:40pm-6:00pm) for \$6/day.

Rates are calculated at the beginning of the following week. Charges for Before and After Care will be invoiced the next statement that follows.

A late fee of \$15 will be charged for the first 15 minutes after 6:00pm and \$40 for anything after 15 minutes. i.e. Late Pick at 6:25 pm, a fee of \$55 will be invoice. If you have not called the office or your child is not picked up by 6:30pm, emergency contacts will be notified to pick up your child. If no one can be reached within 30 minutes, the Department of Social Services will be notified to pick up your child.

CCAP Participants

Families enrolled in the CCAP program, please see “Policies and Procedures” for Tuition and Fees associated with the program.

Vacations

1. Since we value the time families spend together, we allow vacation days for each enrollment year, July 1st – June 30th, without being charged for the time or losing enrollment.
2. Parents who sign up for childcare for a three, four or five days of care will receive vacation days to use throughout the year. Vacation days will be determined by multiplying their # of days of care times two. In example sign up for 4 days of care, receive eight vacation days. Vacation days can be used throughout the year without daily tuition being charged to the account. Vacation days must be scheduled before the absence occurs. Requesting Vacation Day usage after the absence has occurred is not allowed.

3. Vacation Credit does not roll over from year to year. Other holidays, sick days or additional vacation time are not discounted. Since a child holds a space and teachers must still be paid, full tuition is due even when your child is absent. Should the Center close because of severe weather conditions, a credit will be made to your account.

Multiple Child Discount

Families with two or more children enrolled in Kinderkirk will pay full price tuition for their youngest child and will receive a 10% tuition discount on each additional child's weekly rate.

Refer A Friend or Family Member

Kinderkirk families who refer a friend or family member will receive a tuition of credit of \$300 upon their referral completing six months of initial / continuous enrollment at Kinderkirk. Please see "Policy and Procedures Handbook" Refer A Family Member or Friend, for complete details.

Financial Assistance:

A limited number of partial tuition scholarships will be made available through the Temple Hoyle Buell Foundation (if granted to Kinderkirk). Scholarships are awarded based on need. An application with required supporting documentation must be submitted to the Kinderkirk Director and Board. Notice of available funds will be given in September. Please contact the Director for more information.

Drop-Off and Pick-Up

Supervision of Children

To avoid the possibility of a lost child, staff will always:

- Take and record regular attendance
- Regularly count heads of children
- Constantly monitor all areas of the Center
- Report unknown absences to the Director
- Remind parents to sign in and out daily
- Call the parent immediately if a child is unaccounted for at the center
- Keep children in sight at all times

General Procedure

When dropping your child off or picking them up, parents should check the posted daily schedule for the children's whereabouts if the group is not in their regular area. When dropping a child off, the parent is required to sign the child in and bring the child to a Center staff member before leaving. Once the child is picked up at the end of the day, parents are responsible for their child(ren).

Attendance and Release of Children

To ensure each child is safe and supervised at all times, a parent or authorized guardian must accompany each child into the Center, sign them in, and ensure the child is under adult supervision before departing the Center.

Per State Regulations: All children must be signed in and out each day in the lobby or office of the Center by the parent or guardian.

The Center will not assume any responsibility for any child who is not properly signed in and under supervision. Teachers monitor headcounts throughout the day by doing headcounts and signing children in and out when they enter the classrooms.

Infants and toddlers who participate in the Early Head Start program must attend full-time and maintain an 85% attendance rate.

CCAP / DSS families must not have more than 3 absences per month per DSS guidelines.

Children may be released only to persons for whom the Center has written permission from the parents or guardian. The permission may be given by notation on the original application, or by a signed note. In case of emergencies, we will accept permission by telephone. Children must be signed out in the office or lobby when leaving the Center.

If an unauthorized person attempts to pick-up a child, the child will not be allowed to leave. If an unknown but authorized person attempts to pick up a child, identification will be required. If we are suspicious of any person picking up a child, or if aggression is used, the police will be notified immediately. The Center cannot legally deny release of any child to a natural parent unless we have a written court order stipulating this.

Security and safety is of the utmost importance at Kinderkirk. We place the safety of our children at the forefront of our program. At times it may be inconvenient for our parents, however, please know any inconvenience is worth the effort. Kinderkirk is monitored by security cameras inside classrooms and hallways in the childcare building as well as outside entrance and playgrounds. If there are any papers of a legal nature regarding custodial ship, restraint or any other situation you feel would be important to have on file, it is *imperative* that Kinderkirk have a copy for safety purposes.

Closing Procedures

Before closing, staff will compare the attendance book with the sign in/out book to make sure that all children have left the building. The building will also be carefully searched to make sure all children and parents have gone home before closing and going home for the night.

Utility Outage

Per Health Department rules; Kinderkirk will have to call parents for pick-up if water service is longer available for more than two hours. In cold weather, should an electric or gas outage occur, Kinderkirk will only close early if it becomes too cold or unpleasant for the children.

Parking:

No car should be left running while dropping off or picking up a child. This poses a security risk for our facility. **Absolutely no child should be left in any vehicle at any time.** All Kinderkirk staff is required to report a child left in a car to authorities. This policy is for the safety of your children. If there are extenuating circumstances, please let the office know so we can get a plan in place depending on the need. Please only park and drive on paved roads and parking lots. **DO NOT** drive to the modular through the dirt. If a special drop off or pick up arrangements need to be made please contact the office and we will arrange an appropriate drop off or pick up plan or issue a special use permit.

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.

Personal Belongings

What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. [click to insert any other requests for toilet training items]
- **Preschoolers:** at least one change of clothes, socks and shoes.
- **Kindergarteners:** at least one change of clothes, socks and shoes.
- **After School Care Children:** books for homework, appropriate play clothes

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

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 at the Childcare Building near the Teacher Resource Center. 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.

Show and Tell/Sharing:

Please use this time to create 'teachable moments' by having your child bring in handmade items, an item with unusual texture, smell or taste, or an item that is 'scientific' (magnifying glass) or 'historical' (post card of a fort), or a photograph. Toys are discouraged. Please communicate with your child's teacher to schedule an appropriate time to share.

Nutrition

Meals and Snacks

Kinderkirk serves breakfast, lunch, and snack. Monthly menus are posted. We follow USDA nutrient guidelines. It is imperative you inform us of any food allergies or special diet information that your child may have. This information must be documented by a physician and we must have a doctor's approval to make any substitution.

Infants and toddlers participating in the Early Head Start Program receive formula while in the program.

Foods Brought from Home

- We request that you do not bring food from home into our center.
- 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.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- 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.

Meal Time

At meal time the dining table is set with 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 should be 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.

Garden

Kinderkirk has a garden located inside the playground for the Toddlers and Pre-School / Pre-K. We grow various child friendly plants when they are in season. We do this so the children can watch the plants grow back each year, bloom, and turn from green to red berries. We also let the children eat the fruit.

Health

Sunscreen Policy

Sunscreen will be applied to the children for outdoor play per the parent consent form for each child

Diapering/Toilet Training

Parents must provide disposable diapers/pull-ups, disposable wipes and gloves for their child in diapers or pull-ups. The Center changes all diapers on a schedule, and on an as needed basis. Potty training is a big step, and we want your child to be successful, so we’d love to make this a partnership between the parent and the teacher. We will start when you tell us your child is ready, or we see s/he is showing signs of being ready (and we have your approval). Our goal is to make it a great success for your child, with lots of encouragement and recognition. Children must be potty trained prior to advancing or entering preschool.

Infants and toddlers participating in the Early Head Start Program receive diapers and wipes while in the program.

ALLERGIES

Please notify the center of any allergies that your child may have.

Illness and Medication

If minor symptoms exist, the child will be monitored and an “under the weather” report will be prepared to inform the parent. Parents will be called to allow them to choose course of action. Vomiting, diarrhea, fever over 100⁰, or an undiagnosed rash, will result in immediate supervised isolation while awaiting pick-up. Parent notification will be as directed in the child’s file. Under Colorado law, children may not be left in our care if ill when they arrive at the Center. We require that children be free of symptom for 24 hours before returning to our Center. This means symptom free without the use of a fever reducer such as Tylenol or Motrin. If antibiotics have been prescribed by the doctor, your child must have taken the antibiotics for 24 hours before returning as well.

Only medication that is prescribed by a doctor may be given at the Center. The parent must fill out a permission form for such medication in the Office. The permission form will be noted as each dosage is given. If a doctor prescribes an over-the-counter medication, we must have a copy of the doctor’s order. No aspirin or Tylenol will be given unless a doctor prescribes it for pain. The procedure for storing and administering children’s medicines and delegation of medication administration is in compliance with section 12-38-132, C.R.S., of the “Nurse Practice Act.”

Kinderkirk Nurse Consultant

Kinderkirk is required to have a licensed Nurse Consultant review a child’s medical records which include immunizations. It will be necessary at times for the Nurse Consultant to call parents to clarify or inform parents of any missing records, health concerns, or upcoming medical appointments.

Lice

When staff members detect or suspect the presence of lice, they are expected to notify the Director immediately. Although lice are not a life-threatening disease, they pose a severe threat to the overall well-being of Kinderkirk and must be taken extremely seriously. More information, “Policies and Procedures Handbook”, Lice.

Safety

IF A CHILD IS LOST, THE STAFF WILL:

- Immediately inform the Director
- Conduct a search of the building and playground
- The Director will immediately inform the child’s parent
- The Director will immediately inform the police

Accidents and Emergencies

We recognize accidents will happen. Most bumps, scrapes and nicks will be treated with loving, compassionate concern for the child, using appropriate First Aid supplies. No matter the seriousness of the accident, the Center Director will be notified immediately and s/he will evaluate the injury. A child who is injured will be given care or first aid by staff who are First Aid and CPR certified. We will also fill out an Incident/Accident Report.

If the injury is more significant, but not emergent (such as an ankle sprain, cut, or painful wound), every attempt to contact the parents will be made. If we can't reach you, we will call the emergency contact person, or the child's doctor. In the event of an emergency the center will program will provide emergency transportation to a health care facility at all times. If we can treat your child at the Center until you arrive, we will. In the event of an emergency, 9-1-1 will be called. It then becomes their responsibility to evaluate whether transportation or more treatment is required, but we will make every attempt to continue reaching a parent or emergency contact. All payments and costs for emergency transportation or services are the responsibility of the parents.

Babysitting Services:

The staff is not permitted to provide care or transport to your child outside of the center under any circumstance.

Severe Weather Policy

As a rule, Kinderkirk Preschool and Childcare Center will not close when District 70 Schools are closed due to weather. For inclement weather delays or snow day cancellations please check www.kinderkirk.com and Facebook. Please make sure the office and your child's teacher has any new or updated contact information as they will contact you directly about delays and closures. In the event we experience a severe snow storm or utility outage after the center has opened, we will do all we can to avoid closing to prevent hardships for parents. However, should we have to close, we will provide care until all children are picked up. Outdoor play is a part of each day's activities. If the weather is above 30^o F, and it is not actually raining or snowing, please send your child prepared to play outside (mittens, hats, and boots). If the outside temperature exceeds 90^o, or falls below 30^o, we will use our multi-purpose room for active play.

Smoking Policy:

Kinderkirk is a non-smoking environment. Please extinguish all tobacco products prior to exiting your vehicle. Please do not dispose of tobacco products on the grounds.

Visitors to the Center

Parents are encouraged to visit the Center at any time. Remember, all visitors, including parents, must sign-in whenever visiting the Center, for the safety of all our children. An appointment is not necessary, but we encourage you to wait until your child has fully adjusted to the center environment. Other visitors are welcome to visit the Center, but they must identify themselves and their purpose, sign in at the Front Desk in the lobby, and remain with a staff member throughout their stay. No stranger is allowed to wander the Center on his/her own.

Reporting Child Abuse

It is the Center's intent to work with and support our families in all areas. Please let us know how we can help you. In compliance with the Colorado Department of Human Services, Division of Child Care, Kinderkirk staff is mandated to report all cases of suspected abuse (physical, emotional or sexual) or neglect.

**The new Colorado Helpline is 1-844-CO-4-KIDS.
Noticing child abuse or neglect isn't easy. Calling is.**

The following situation would require a report by our staff:

- Unexplained marks or bruises on a child or marks that seem unlikely to have occurred as explained.
- Marks or bruises on a child that were caused by physical punishment.
- Reports by the child of abuse or neglectful behavior.
- Observations by the staff of verbal or physical abuse, neglected treatment.
- Failure of parents to obtain appropriate medical or dental care for their child.
- Failure of parents to properly provide safety restraints/car seats for their child while in their automobile.

Transportation of Students

Kinderkirk does not provide transportation of any kind during the operation of the school. Staff is strictly forbidden to transport any student of Kinderkirk. At times Kinderkirk teachers may arrange a learning activity that takes place off of the Kinderkirk campus. It will be optional to attend such an activity knowing that parents must provide for the transportation of their child.

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.

See “Policies and Procedures Handbook”, Situations that Require Medical Attention Right Away

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. However, should a child whom was bitten and the skin is broken, parents must be notified to pick-up their child to go home.

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. Due to

second hand smoke effects on children, smoking is not allowed in the parking lot or anywhere on the campus of the school / church.

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. They are not allowed on the campus of The Ecumenical Church of Pueblo West.

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.

Emergencies

Lost or Missing Child

In the unlikely even 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 five minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with smoke alarms, fire alarms, carbon monoxide alarms, fire sprays and safety plans.

Our fire evacuation plan is reviewed with the children and staff on an annual basis.

Emergency Transportation

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.

Fires/Tornados/Other Emergencies

Emergencies:

In order for our children to feel safe in case of an emergency, and to operate within licensing requirement drills are held on a monthly basis.

- **FIRE:** Children will be evacuated from the building. Children will be kept together until the building is either safe to return or a parent arrives to pick up their child. If necessary children will be taken to a nearby shelter until parents can arrive.
- **STORM OR TORNADO:** Children will stay in the school building until parents are able to pick them up. In case of a tornado, the children will be taken to the basement located in the church building.
- **INTRUDER THREAT:** Interior and exterior doors of the building will be locked and a staff member will account for the children until a parent is notified or there is an "all clear" signal.
- **BOMB THREAT:** Children will be evacuated from the building during a thorough search by the proper authorities.
- **Other Emergencies:** If at any time, a parent cannot reach the Center by phone, or arrives at the Center to find it closed, please call the church office at 719 547-3088, ext # 5.

There are three levels of emergency procedures that the center follows: minor 1, minor 2, and major.

Minor 1 – consists of, but is not limited to, scrapes, bumps, small bruises and bites that do not break the skin.

Basic first aid procedures will be followed

- An accident form will be filled out.
- The parent will sign the form when the child is picked up.

Minor 2- consists of, but is not limited to, bites that break the skin, swollen areas, cuts that may need a pediatrician's attention, or a high fever.

- Basic first aid procedures will be followed
- An accident form will be filled out
- The parent will be notified
- If needed, the parent will pick up the child
- The parent will sign the accident form

Major – consists of, but not limited to, uncontrollable bleeding, unconsciousness, not breathing, the child is incoherent, or seizures lasting longer than 5 minutes.

- 911 will be called
- Basic first aid until help arrives
- If needed, transportation to a local hospital with a staff member along
- Parents notified
- Accident report filled out and reported to the Department of Human Services / Licensing Division

PLEASE GET INVOLVED!

No one influences children more than their parents. You have chosen to trust your child to our care, and we regard that trust as a sacred responsibility. We will provide an environment in which children play and work to their potential. The teacher of your child is a specialist in your child's age group, and has the experience and education to be of service to you and your child. To your child, our influence is secondary. Please take the time to ask our teaching team about your child's day and their lesson plans. We do our lesson plans with your child in mind. We have objectives when doing lesson plans. We would love your input and knowledge about your child (what do they like, not like, and what would you like them to know?). There are many wonderful opportunities for parents to participate and become involved at our Center!

Center Policies

Our center policies not included in this handbook are constantly reviewed and updated as needed. They are available for review upon request to the center director.

Kinderkirk Preschool and Childcare Center Handbook Signature Page
(Please Print)

Please return to the Office Manager with your next payment.

I, _____ and _____ parents of
_____, have read and understood the Parent Handbook.

The Parent Handbook includes policies and procedures of Kinderkirk and discipline policies.

It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Kinderkirk Family Handbook** that I do not understand.

Signature _____ Date _____

Signature _____ Date _____