



Child Development Center

Parent Handbook

Our Mission:
Partnering with parents in
the growth, development
and spiritual enrichment
of their children.

3850 Ziegler Dr.
Fort Collins, CO 80525

(970) 223-0682

MISSION STATEMENT

"Partnering with Parents in the Growth, Development and Spiritual Enrichment of their Children."

PHILOSOPHY AND PURPOSE

Our purpose at Christ Fellowship Church Child Development Center (CFCCDC) is to provide a learning environment that is nurturing, safe, and distinctively Christian for children from six weeks to six years. CFCCDC provides loving, instructive care and surroundings conducive to your child's physical, social, educational, spiritual and emotional well being. We are licensed by the Colorado Department of Human Services, Division of Child Care, so that we can ensure an environment that is safe, healthy, and filled with opportunities for fun learning experiences. Our philosophy is summarized by the following core values:

WE ARE MORE THAN A CENTER

CFCCDC is a ministry of Christ Fellowship Church (www.christfellowshipchurch.net). Our staff shares a Christian perspective and we provide Christian education through a Bible-based curriculum taught in a relational way that your child can understand. Our goal is that your child will begin to realize God's love personally.

CONSISTENCY PROVIDES SECURITY

Children feel more secure when they see the same faces each day. We hire staff that care about meeting the needs of children and busy parents. Our teachers have unconditional love, nurturing hearts, and are skilled in early childhood education and developmentally appropriate practices. They understand the importance of their role as a consistent support to children and their families. We provide ongoing training opportunities to encourage the professional growth and development of our teachers.

PARENTS ARE PARTNERS

Parents are respected, valued, and supported as they are the experts of their children. We strive to provide good communication with the parents concerning their child's needs, behavior and progress as well as school activities. We appreciate constructive parental input.

LEARNING IS DEVELOPMENTAL

Our curriculum is designed to meet the needs of your child at his/her developmental state. We provide age appropriate learning centers and educational activities to stimulate the child's interest and developmental growth.

OUR PROGRAM

Our program meets the needs of children 6 weeks to 7 years in a group setting. We offer full day care for infants & toddlers. Full day and 1/2 day are available for pre-school aged children. Parents are always welcome at CFCCDC. We encourage you to visit at any time. Stop in, visit your child, and join us in our activities. We also welcome parent volunteers. We ask that all visitors sign in and see the Director when visiting the Center.

HOURS AND HOLIDAYS

We are open 6:30 a.m. – 6:00 p.m. Monday through Friday year round EXCEPT the following holidays: New Years Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, 2 days at Thanksgiving and 2 days at Christmas. When Christmas, New Years or Independence Day occurs on a Saturday, we will close on Friday and when the holiday occurs on a Sunday, we will close on Monday. *Full tuition is charged for these holiday weeks.*

HOLIDAYS

CFCCDC celebrates the birth of Christ at Christmas and Christ's resurrection at Easter. We do not promote Santa Claus or the Easter Bunny. We have a center-wide theme on October 31st as we do not celebrate Halloween. In addition, we ask that the children do not wear scary clothing. On Valentine's Day, please do not bring any candy or valentines with candy attached because of probable nut contamination.

LUNCH AND NAP HOURS

We kindly ask parents drop off their children before 10:45am and pick up after 2:15pm. During the hours of 11:30am and 2:00pm we strongly discourage dropping off your child for care. We base our staffing and lunch needs on our child headcount taken around 10:30am each day. Staffing is a delicate balance of meeting your child's needs, staying within required ratios, and maintaining alignment with our payroll budget. Our team continually assesses all these needs and does our best to meet them all. Please partner with us in doing what is best for your child, their classmates, and the staff.

In addition, our experience shows us the later children are dropped off in the morning, the more difficult their transition to the classroom. Drop offs during nap time tend to disrupt the other children who are sleeping. If there are extenuating circumstances where you need care in the afternoon, please call ahead, otherwise we may not have the correct amount of staff and will be unable to keep your child.

LATE PICKUP

If you are unable to get to the Center before its scheduled closing time at 6:00 p.m., we ask that you call us as soon as you know you will be late. Parents who are late consistently may be dis-enrolled from the center. A late charge of \$1.00 a minute for each child will be assessed whenever a child has not been picked up by 6:00 p.m. If we do not receive a call from you, we may be required to call the police and/or Child Protection.

SCHOOL CLOSURE

Please stay tuned to 9 NEWS to determine our status. We will post information on our website and on Facebook page. If weather severely declines in the course of a school day, we will call all parents to pick up their children within 45 minutes. If neither parent can be here within the allotted time frame, please make arrangements with your emergency contacts and acceptable pick up people. Tuition will not be discounted and is due as usual despite any closures.

EXTREME WEATHER POLICY

We live in Colorado, so weather can be extreme. In the case of extreme weather, we follow the guidelines recommended by Quailstar Colorado found here <http://www.qualistar.org/uploads/file/weatherwatch.pdf>

When the temperature reaches below freezing our outdoor time is shortened or cancelled based on the age group and the preparedness of the children's clothing. Please be sure to provide coats, gloves, hats, etc. during the winter months. In the summer months, when the temperature rises above 90 degrees our outside time is shortened, allowing children to come indoors and cool off. When the temperature rises above 100 degrees we do not go outside. During any outside time, extreme weather or not, children have water readily available and are given opportunities to relax and rest in the shade whenever they choose.

ATTENDANCE

If your child will be absent on a scheduled day of attendance or if you have a change in your schedule, please notify the center as soon as possible. Full tuition will be charged for these days unless it is a permanent schedule change; in that event please see the Director to discuss your child's new schedule and tuition.

ENROLLMENT AND REGISTRATION

Prior to enrollment, we encourage both parents as well as the child to visit and tour the Center. At or after your visit you may apply for enrollment. The Director will review the forms and notify you of acceptance and availability. Once accepted, a non-refundable registration fee is required. If the classroom is full, your child's name can be put on a waiting list and you will be called when space is available.

TUITION

Tuition payments are due each Thursday for the following week. If your child does not attend the Center on a usually scheduled day, for any reason, payment is still due. Payments are payable by check or money order. CFCCDC also provides the service of automatic withdrawal from bank accounts for weekly payments. You will find an optional ACH agreement in your enrollment package. A late payment fee will be added to all accounts not paid by Tuesday. Children will not be accepted on Wednesday if the account has not been paid. A returned check fee will be charged to your account for all insufficient funds checks.

MULTIPLE CHILD DISCOUNTS

When multiple children from the same family attend the Center, a 10% discount is given to the child with the lowest tuition.

VACATION

After six months of continuous enrollment you are entitled to 50% off one week of tuition. After one year of continuous enrollment you are entitled to 50% off one week tuition. After two years of continuous enrollment you are entitled to 50% off two weeks tuition. Your child must be absent from the Center for a vacation credit to apply. Vacation credits must be used in full-week increments. Your request for a vacation credit must be made at least two weeks in advance. Payment is due before leaving on vacation.

CFCCDC is a year-round school and time off beyond the allotted vacation will still incur tuition charges.

STATE LICENSING REQUIREMENTS

CFCCDC believes that licensing and rigid enforcement of standards are in the best interest of children and families. These standards relate to our facility, staff, health and safety procedures, nutrition, teacher/child ratios, and recordkeeping. Our Center is subject to regular inspections by health, fire and licensing officials.

To file a formal complaint:

Colorado Department of Human Services
Division of Child Care
1575 Sherman Street, 1st Floor
Denver, CO 80203-1714
1-800-799-5876

Secretary of State's Website:
<http://www.sos.state.co.us/>

CHILD ABUSE

We are required by law to report any suspected incidents of child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines. If you have any concerns or suspect abuse or neglect on any child, please bring those concerns to our attention.

To report child abuse in Larimer County, call the Larimer County Department of Human Services – Child Protection at 970-498-6990.

LOCATION OF CHILDREN

All children need to be signed in when brought to the Center and signed out when leaving. This process requires entering your family's individual code into the computer on our counter. Upon enrolling you will be trained on how to do this accurately. Children will remain on Center grounds with the exception of a supervised and planned walk or field trip. In such an event, a list of children leaving the property will be left at the Center with the Director. In the event a child arrives while their class is on a planned walk, that child will be placed with another class having space until his or her class returns.

Teachers will use a head count system when children enter or leave their classroom and periodically count the children throughout the day. The closing staff member will check the computer and head count sheets, and do a physical inspection of the center before leaving.

If someone other than the child's parents will be picking up the child from the center, prior written authorization must be given. The parent is the only person who can authorize the Center to release the child to another individual. A minimum of two people, other than the parents need to be listed as emergency contacts on your child's emergency cards. For the safety of your child, we are unable to accept authorization by phone. Anyone who is attempting to pick up a child but is not recognized by the teacher will be asked for identification, even family members. Individuals not authorized to pick up a child will be asked to leave the center. Police will be called as necessary.

LOST CHILD

In the event a child is lost, the teacher will immediately notify the Director, the building will be searched, and the police and parents will be notified.

ACCIDENTS & INJURIES

We make every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. If your child is injured at the center, first aid will be administered. If there is any question regarding the seriousness of an accident or injury, the Center will make every possible effort to contact you for instructions. In the case of emergency, the center will call 911 for assistance and possible transportation of your child to the nearest hospital for treatment. CFCCDC is proactive in all safety matters at the Center & on field trips. We are not to be held liable for accidents or injury.

EMERGENCIES

We have regular Fire and Tornado Drills. An emergency evacuation plan is posted in each classroom. In the event of an emergency or natural disaster, we will make every attempt to move the children to a safe area immediately and notify officials and parents. In the event of a tornado, the children will be kept indoors. The 2 and 3 year old classrooms will go into the classroom bathrooms with their teachers. The 1 year olds will join the Jr. Kindergarten class in the Women's Bathroom. The infants will join the 4 year olds in the Men's Bathroom, where they will be instructed to sit in groups until it is safe or help arrives. Mats or crib mattresses will be held over the children's heads for protection. A staff member will open a door and window to assure airflow through the building. Please see the attached emergency response brochure for information regarding lockdown and active shooter.

MEDICAL REQUIREMENTS

We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment and kept current. *Proof of new immunizations and booster shots must be submitted as your child receives them.* CFCCDC does accept non-immunized children if a medical condition exists. We will require a medical professional's signature if there is a medical exemption.

The parent/guardian must submit a statement of the child's current health status signed and dated by an approved health care professional within the last 12 months. This statement is required within 30 days of enrollment. Renewal statements are due when the child is 4 months, 6 months, 9 months, 12 months, 15 or 18 months, and yearly after that.

ILLNESS

Children who are ill with a contagious disease or fever (defined as any temperature over 100.0 degrees) may not attend the center. If your child becomes ill while attending the center, we will call you and your child will need to be picked up immediately. We understand it may be inconvenient to pick up your child at the time, but our consistent enforcement of this policy will assure your child is ill less often and will help protect the other children at the center.

Any child experiencing the following symptoms will be sent home:

- **A fever of 100 degrees or higher**
- **Contagious skin or eye infection**
- **Diarrhea three times in the course of two hours or two uncontained stools**
- **Vomiting**
- **Profuse bodily discharge of any kind**
- **Head Lice**
- **Anything communicable (strep throat, etc.) and must be on antibiotics 24 hours before returning**
- **Any child who is extremely lethargic, showing signs of dehydration and not feeling comfortable enough to participate in daily activities**

If your child is sent home because of illness, **he/she must be free of any of the above symptoms for at least 24 hours un-medicated before returning to the Center.** Please do not mask a fever with Tylenol. If your child is experiencing vomiting and diarrhea, he/she must be free of both symptoms to return. It is at the Director's discretion in certain situations to refuse a child based on symptoms.

State law requires that we notify parents of children who become exposed to certain contagious diseases. This will be done through a notice posted on your child's classroom door. Should your child become infected with a contagious disease, please notify the Center immediately so that the Director can notify families of other children who may have been exposed.

There are certain communicable illnesses we are required to report to the local health department pursuant to regulations of the State Department of Public Health and Environment.

MEDICATION

CFCCDC will administer prescription or over the counter medication as directed by a licensed physician or dentist. Written permission must be received from the child's parent and physician for any medication to be administered; this paperwork is kept in your child's file at the front desk. All medications must be in the original childproof container with a label attached bearing the child's name, current date, time and dose to be given, number of days to be administered, and pharmacy name. Non-prescription medication must have the child's name written on it. *Please bring only the amount needed for one day and ask your pharmacy for an additional container with the label attached.* There is a delegated staff member trained in medication administration that will dispense medication. Topical applications such as diaper rash ointment, petroleum jelly, sunscreen and insect repellent can be administered with the parent's written consent. However, if there is broken skin or an open wound written permission must be obtained from the parent and the physician. Medication will be locked in the kitchen and inaccessible to children. If refrigeration is required, the medication will be stored in a container in a designated area of the refrigerator.

When your child is finished with a prescribed medication or if medication you have provided has expired, we will return the bottle and remaining medication to you for proper disposal.

NURSE CONSULTANT

Childcare centers in Colorado are required to engage the services of a Nurse Consultant to review health policies and procedures and children's records.

FOOD AND NUTRITION

We serve nutritious breakfast, snacks and lunch daily. Please check with the Director for times. There are several children with life threatening nut allergies that attend CFCCDC therefore we must closely monitor all foods served. We ask that you do not send any food (including granola or cereal bars) or drink from home unless your child has a special diet under doctor's order and you have discussed this with the Director. (Infant food and formula is provided by the parents.)

Menus are posted in the classrooms weekly. All meals are served in the classroom and teachers eat with the children. During this time, we teach children the fundamentals of good nutrition, manners and saying grace.

ACTIVITIES

There is an additional charge for activities. There is a weekly charge for children in the 2's, 3's, Pre K and Jr. Kindergarten for Stretch'n'Grow and Music with Ms. Emily. Children in the 1's class also attend Music with Ms. Hannah. All additional field trips and special activities brought to the center will have a modest charge that we will notify you of in writing. CFCCDC offers class pictures and portraits yearly at a reasonable cost; this is a great fundraiser for us and an easy, convenient way for you to get pictures done.

TRANSPORTING CHILDREN and FIELD TRIPS

CFCCDC does not transport children to or from the Center. Children in the Jr. Kindergarten class will go on planned trips in the summer and occasionally throughout the year. When we schedule a field trip you will receive a permission slip with all of the information including cost, time away from center, and the location of the field trip. At least two staff members will always go on each trip. Make sure your child is here before departure or he/she will miss the field trip and be placed in the most appropriate class that is still at the Center. You also have the option to drive your child to the field trip. We are always happy to have parents come along and participate on the field trips. Please let us know ahead of time if you are planning to do so. We will count children when they board the van, while we are at the location, and when we re-board the van, using a head count sheet.

Children will be securely fastened in their car seats for safe travel. If there is a problem on the road, the driver will call the center and we will assess the need to transport children back to the center. All drivers will be equipped with a cell phone.

Should we encounter vehicle troubles during our trip one or all of the following steps will be taken:

- The lead teacher will call the Center Director immediately to inform them of the situation and calmly formulate a plan ensuring the children's safety.
- In the event that a vehicle breaks down on a field trip, the group will be split up and shuttled back to the center using the second vehicle.
- In the event the vehicle is stopped in the middle of the street, the lead teacher will call for a Community Service Officer to come help escort the children safely off the road and to the sidewalk.

DISENROLLING YOUR CHILD

When dis-enrolling your child we ask that you provide us with at least two weeks written notice.

CFCCDC reserves the right to dis-enroll any child who presents a risk to the health or safety of other children or staff members, or whose needs cannot be met in our program. Refusal to follow CFCCDC's policies on the part of the parent or child may also result in disenrollment.

We strive to maintain a safe, nurturing and Christian environment for all children, parents and staff. Abusive language or inappropriate conduct on the part of a child, parent or visitor will not be tolerated and may be grounds for disenrollment.

CHILDREN WITH SPECIAL NEEDS

CFCCDC will comply with the Americans with Disabilities Act and applicable federal, state, or local law in providing care to children with disabilities. CFCCDC provides group care and education in an environment that is relaxed, happy, calm and safe. All children may have special needs from time to time; however, some children with special needs have disabilities.

CFCCDC will make every reasonable effort to meet the special needs of children with disabilities in our program. We accept children with special needs unless they threaten the safety of themselves or others, present an excessive financial burden, or through their needs or behavior impose conflict with the function of the program. As with all the children enrolling, the Director will determine which class is appropriate for each child.

BITING

Experts agree that biting is most common in children 13 months to 3 years old. The most common reasons are teething, frustration (frequently due to lack of language), exploration, self defense, mimicking, seeking attention and lack of experience interacting with children in a group setting.

When a child does bite, the following procedures will occur:

- The child receiving the bite will be comforted and the bite area cleaned. An incident report will be filled out and the child's parent notified.
- The biting child will be redirected and given a chewy tube. His or her parent will be notified and the incident report placed in the child's file.
- For those children who continue to bite, it may become necessary to remove them from the center, either for a short period or permanently.

DIAPERING & TOILETING

When your child is enrolled, we ask that you inform us of your child's toilet habits. If your child is not yet toilet-trained, you need to supply us with disposable diapers and wipes. Children in diapers are changed every 2 hours or as needed. The teachers will write a note on your child's daily sheet to let you know when you need to bring more diapers. Any diapers we supply will cost \$1. If you feel your child is ready to be toilet-trained, please discuss this with us. We will work with you to train your child in a positive, encouraging manner.

BIRTHDAYS

If your child has a birthday, you may bring a small purchased treat for the class. Please check with your teachers, the Director, or the Administrative Assistant to discuss approved treats. Note that we are a nut free facility. You may put party invitations in classroom cubbies if all of the students are invited or all of the boys or all of the girls are invited.

PARENT CONFERENCES

We schedule parent-teacher conferences annually or as requested. This will give you the opportunity to discuss your child's program, progress, and any concerns you may have with your child's teacher. The Director is available for these conferences on request of the parent or teacher.

BABYSITTING

CFCCDC strongly discourages our employees from babysitting for our parent partners. However, if an employee does baby-sit, CFCCDC is not responsible for any arrangements made. These arrangements must not be made at the center.

DAILY NOTES

Daily notes are provided for all infants and toddlers. This is a great way for your child's teachers to inform you of your child's individual activities, anything special that may have occurred or to communicate needs such as diapers or wipes.

CLOTHING AND PERSONAL BELONGINGS

Infants and Toddlers

- Disposable diapers (bring by the bag)
- Wipes
- Bottles (if using formula or breast milk, have enough clean bottles for a daily supply plus at least one extra. Mark bottles with name and mark breast milk with name and date.
- Infant cereal and baby food (if not eating table food)
- 2 full changes of clothing
- 1 crib sized blanket
- Crib sheet (toddlers only)

Preschool and Jr. Kindergarten

- 1 full change of clothing
- Crib sized sheet and 1 light weight baby blanket
- No superhero or scary clothing.
- No clogs or sandals; tennis shoes only

Please make sure your child's name is written on all the above items.

Napping children may also bring 1 small stuffed toy for nap time. *No pillows please.* CFCCDC is not responsible for lost or stolen items. We ask that your child not bring toys, money, food or drink to the center.

POSITIVE GUIDANCE

At CFCCDC we provide discipline and guidance of children's behavior which is respectful, nurturing, and positive, and that promotes the ultimate development of self-control in young children. We use the "CARES Strategies" because of their proven effectiveness. We teach the children to use the "safety rules" to decide appropriate behavior for themselves and others.

Children learn to assert themselves in positive ways and react in appropriate ways to emotional situations. We use redirection, choices, and logical consequences, and help to facilitate problem solving. See parent packet for additional information about CARES.

CFCCDC may immediately disenroll any child whose behavior creates a significant risk to the health or safety of other children or staff members.

CFCCDC does not permit the following forms of discipline: corporal punishment; punishing a child for lapses in toilet-training; withholding food; ridicule, embarrassment, or humiliation; or physical restraint, other than the restraint necessary to protect a child or others from harm.

TELEVISION & VIDEOS

On occasion, the children may watch a video or DVD. Veggie Tales, Animated Bible Stories, Signing Time and other DVDs will be shown to complement the weekly themes. Violent films and violent cartoons will not be allowed or shown. All programs are rated "G" and are approved by the Director.