



CHRIST FELLOWSHIP CHURCH

CHiLD DEVELOPMENT CENTER

Parent Handbook

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

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Fort Collins, CO 80525

(970) 223-0682
Revised June 2026

WELCOME

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 wellbeing.

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.

Our program meets the needs of children 6 weeks to 7 years in a group setting. We offer full day care for infants, toddlers, and preschool aged children.

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. 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.

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.

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 Early Childhood (CDEC) Child Care Licensing directly by calling 303-866-5958 or the toll-free line at 1-800-799-5876

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 of any child, please bring those concerns to our attention.

To report child abuse, call the Colorado Department of Human Services – Colorado Child Abuse and Neglect Hotline Reporting System 844-CO-4-KIDS (or dialing 844-264-5437)

ENROLLING YOUR CHILD

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 and one week's tuition is required. 1st week's tuition goes toward the first week of care. 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 covers the cost of childcare up to 10 hours per day. Additional time over 10 hours will be calculated at \$5/half hour.

Tuition is due every Thursday for the upcoming week. Please note that payment is still required for your child's regularly scheduled days, regardless of attendance or unexpected absences. Payments are payable by bank withdrawal through Brightwheel, or check. A late payment fee of \$20 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 of \$50 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 oldest child.

PRIVATE PRESCHOOL DISCOUNT RATE (FAITHFUL FIGS 4 YEARS BY OCT.1)

PREVIOUSLY UPK

The tuition discount amount will appear as a credit on your weekly ledger as "Tuition Credit". All remaining balances are the responsibility of the family and are subject to all other tuition guidelines detailed above.

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. We ask for two weeks' notice for a permanent schedule change.

SCHEDULE CHANGES

Schedule changes are provided on a space available basis. Day swaps due to holiday closures require 2 weeks notice. Adding a day incurs an \$80 charge and is subject to space availability.

HOURS AND HOLIDAYS AND CLOSURES

We are open 7:00 a.m. – 6:00 p.m. Monday through Friday year-round EXCEPT the following holidays:

New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, 2 days at Thanksgiving and one week at Christmas.

When Christmas Eve, Christmas Day, 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.

We are closed last Monday in July for a Professional Development Day.

Full tuition is charged for these holiday weeks and closures.

CELEBRATION OF 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.

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's tuition. After two years of continuous enrollment, you are entitled to 50% off two weeks' tuition which is renewed at enrollment anniversary. Your child must be absent from the Center for a vacation credit to apply. Vacation credit 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.

WITHDRAWING YOUR CHILD FROM THE PROGRAM

We ask for two weeks' written notice if you decide to withdraw your child. If you are unable to provide this notice, a final two-week care fee will apply.

ARRIVAL AND DISMISSAL INFORMATION

We kindly ask parents to drop off their children before 9:00am and pick up after 2:00pm. During the hours of 11:00am and 2:00pm we strongly discourage dropping off your child for care. We base our staffing and lunch needs on our child headcount taken at 9:00am each day.

Our experience shows that 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 number of staff and will be unable to keep your child.

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.

AUTHORIZED PICKUP

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 or Admin staff will be asked for identification, even family members. Individuals who are not authorized to pick up a child will be asked to leave the center. Police will be called as necessary.

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 disenrolled from the center. A late charge of \$5.00 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.

LOCATION OF CHILDREN

All children need to be signed in when brought to the Center and signed out when leaving. This process requires uploading the Brightwheel app and using the QR code on the front counter and front room table to check your child in and out. Upon enrolment you will be trained in how to do this accurately.

NAME TO FACE

Teachers will use a head count system called Name to Face through Brightwheel when children enter or leave their classroom and periodically count the children throughout the day. The closing staff member will check the computer (Brightwheel app) and do a physical inspection of the center before leaving.

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.

LOST CHILD

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

SCHOOL CLOSURE AND REOPENING PROCEDURES

We generally follow the Poudre School District for weather-related closures. However, as a private childcare center, we may make decisions based on our specific staffing and building conditions. All closure or delay information will be notified through Brightwheel.

If weather or other conditions severely decline during a school day, we will notify families to pick up their children within 45 minutes. If neither parent can arrive within that timeframe, arrangements must be made with an emergency contact or approved pick up person.

Beyond weather conditions, CFCCDC reserves the right to close or adjust operating hours during unforeseen emergencies. These may include, but are not limited to, utility disruptions, severe illness impacting safe staffing, facility maintenance issues, or other uncontrollable events.

Tuition will not be discounted and is due as usual despite any closures.

In the event of an extended closure lasting more than five consecutive business days, tuition adjustments may be considered on a case-by-case basis.

Once it is safe to reopen, families will be notified through Brightwheel. The center will resume normal operations as soon as possible while ensuring a safe environment for children and staff.

EXTREME WEATHER POLICY

We live in Colorado, so the weather can be extreme. In the case of extreme weather, we follow the guidelines recommended by Child Care Weather Watch.

When temperatures are below freezing, outdoor time may be shortened or cancelled based on the age of the children and appropriate clothing. Please be sure to provide coats, gloves, hats, and other necessary items during the winter months.

In the summer, when temperatures rise above 90 degrees, outdoor time will be shortened to allow children to cool off indoors. When temperatures reach 95 degrees or higher, children will remain indoors.

During all outdoor play, children will have water available and access to shaded areas for rest as needed.

FAMILY PARTNERSHIPS

COMMUNICATION

Daily notes are provided for all infants and toddlers, through Brightwheel. 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.

BUILDING COMMUNITY

CFCCDC fosters a sense of community among families and staff by hosting a monthly parenting group, family events throughout the year, and seasonal celebrations. Families are welcome to volunteer in classrooms and at events, and we share opportunities to connect in the Fort Collins community as well as with our partner Christ Fellowship Church.

FAMILY SURVEY/SUGGESTIONS

CFCCDC gathers input from parents throughout the year for parents' groups, feedback, and events taking place. Families are also welcome and encouraged to provide feedback and suggestions to any member of the administration team.

FAMILY RESOURCES

CFCCDC maintains and shares a list of community resources to support families, including referrals for developmental screening, early intervention, health and dental care, mental health, food and housing assistance and family support services. Resource information is available from our director.

QUALITY IMPROVEMENT PLAN

CFCCDC maintains a QIP that sets measurable goals across program operations, learning environment, family partnerships and staff development. The Director reviews this plan annually, using sources such as family surveys, classroom observations, assessment data, and Colorado Shines feedback.

LEARNING ENVIRONMENT

CURRICULUM

Our curriculum is My Father's World. We align our curriculum with the domains of the Colorado Early Learning and Development Guidelines to be age specific to the children in the program. The developmental domains include 1) physical and health, 2) social and emotional, 3) English language, 4) language, 5) literacy, 6) mathematics, 7) science, 8) social studies and 9) creative arts.

DEVELOPMENTALLY APPROPRIATE CHILD ASSESSMENTS

Data tracking on each student is gathered regularly throughout the year by each classroom teacher, and Gold Assessments are completed quarterly to track progress.

PARENT/TEACHER CONFERENCES

We schedule parent-teacher conferences annually in Spring for the Patient Plums, Joyful Junipers, and Faithful Figs classrooms. 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 at the request of the parent or teacher.

If you would like a Parent-Teacher conference that isn't in Spring, please contact the Director to get something set up.

INDIVIDUALIZED LEARNING PLANS

At CFCCDC, quarterly GOLD ratings and ongoing observation guide our whole classroom instruction and help us identify children needing extra support. When a child's GOLD rating falls below the expected range for their age, the teacher creates a simple individualized plan including skills areas, goals, and classroom strategies and reviews quarterly with the family.

PARTNERING WITH FAMILIES TO MEET CHILDREN'S SPECIAL NEEDS

CFCCDC complies with the Americans with Disabilities Act (ADA) and applicable laws. We welcome children of all abilities and will make reasonable accommodation whenever possible within the group care setting.

CLASSROOM SUPPORT

Childcare centers in Colorado are encouraged to engage the services of Early Childhood Coaches and Consultants to help with classroom management, behavioral concerns, and teacher support. Coaches and/or Consultants from local agencies may come into CFCCDC to conduct observations of an entire classroom. If there is a specific child that staff need help with, the parents will be contacted, and the Mental Health Consultant will need the parents' authorization to continue with caring for the child.

GUIDANCE POLICY

At CFCCDC, we strive to maintain a safe, nurturing, and Christian environment for all children, families, and staff. We use positive, developmentally appropriate guidance strategies that support the whole child socially, emotionally, cognitively, and spiritually.

We believe children learn best through loving guidance, consistency, redirection, and positive reinforcement. Staff use developmentally appropriate practices including:

- Modeling appropriate behavior
- Redirection and problem-solving
- Predictable routines
- Positive reinforcement
- Sensory support
- Close supervision

POSITIVE GUIDANCE

At CFCCDC we provide discipline and guidance for 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 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.

Behavior concerns that impact safety, classroom functioning, or the well-being of others will be documented and communicated with families. These behaviors may include aggression, unsafe behavior, repeated elopement, destruction of property, or ongoing significant disruption to the classroom environment.

When ongoing concerns arise, staff and administration will:

1. Observe and document behaviors
2. Communicate with families
3. Implement classroom support strategies
4. Create a Behavior Support Plan when appropriate
5. Recommend outside support services if needed

BITING POLICY

Biting is recognized as a common developmental behavior, especially in children between 13 months and 3 years old. Biting may occur due to teething, frustration, limited language, overstimulation, or difficulty expressing emotions in a group setting.

When a biting incident occurs:

- The child who was bitten will be comforted and cared for immediately
- The bite area will be cleaned and assessed
- Parents of both children will be notified
- An incident report will be completed
- The child who bit will be redirected and supported with appropriate guidance and sensory strategies

For repeated biting incidents, staff will increase supervision, implement additional classroom interventions, provide sensory accommodations, and communicate closely with families. If biting becomes ongoing, causes injury, or significantly impacts the safety of children or staff, a parent meeting and Behavior Support Plan may be required. In some cases, outside support services may be recommended.

Behavior Support Plans may include increased supervision, environmental adjustments, sensory support, and consistent strategies between home and school.

SUSPENSION AND DISENROLLMENT

Suspension and disenrollment are only used as a last resort.

The decision to suspend or disenroll a child is made on an individual basis after careful observation, documentation, family communication, and implementation of support strategies. If we determine that we can no longer safely provide care or meet a child's needs within our program, we will work with the family to transition the child to a more appropriate setting or support service.

Persistent unsafe behavior, including ongoing biting that does not improve with interventions, may result in a safety review and possible dis-enrollment if we determine we can no longer safely provide care within the group setting.

Abusive language or inappropriate conduct by children, parents, or visitors toward staff or others will not be tolerated and may result in disenrollment.

DISENROLLMENT

CFCCDC reserves the right to disenroll 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.

TRANSITIONS

CFCCDC supports children and families through every transition with advance planning, communication and partnership. Before a transition, teachers prepare the child, share developmental information and routines with the receiving teacher and keep families informed. Families are welcome to share goals, questions or concerns at any point in the process.

TRANSITIONING FROM HOME INTO CFCCDC

To ease your child's first days, we welcome families to visit and meet their teacher before their start date and gather information about your child's routines, needs and interests. Additional transition support documents are provided for our Guava (infant) and Lemons (ones) classes to add additional support in transitions.

TRANSITIONING TO A NEW CLASSROOM

When your child is ready to move up, we notify families in advance and prepare the child through visits to the new room gradually increasing to an all-day transition. The current and receiving teachers share routines, developmental information, and any plans to support each student. Families are always welcome to ask questions and share input.

TRANSITIONING FROM CFCCDC TO KINDERGARTEN

In the year before Kindergarten, our Figs class work to build skills academically, fine motor related, and in confidence for preparation for transitioning on to their perspective schools. With family permission, we share a summary of your child's development and provide families with resources to support registration and a smooth start.

HEALTH & SAFETY

IMMUNIZATIONS & 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 must be submitted as your child receives them.

CFCCDC does accept non-immunized children with a medical or non-medical exemption. All exemptions must include a medical professional's signature or certificate from the approved Colorado immunization education course. This will need to be done at every immunization due date.

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 health statements are required at 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, and 30 months, and annually once the child turns 3 years old.

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 ensure your child is ill less often and will help protect the other children and staff 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.

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 case of an 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 conduct regular fire, tornado, and lockdown drills. An emergency evacuation plan is posted in each classroom.

In the event of an emergency or natural disaster, staff will move children to a designated safe area as quickly as possible and notify appropriate officials and parents.

Fire Evacuation In the event of a fire, children will be escorted outside and away from the building. Infants, 3-year-olds, 4-year-olds, and 5-year-olds will relocate to the far east side of the parking lot and into the east field. Children in the 1- and 2-year-old classrooms will relocate to the south grassy green belt across from their playground.

Tornado Procedures In the event of a tornado, children will remain indoors. The 2- and 3-year-old classrooms will go into their classroom bathrooms with their teachers. The 1-year-old classroom will join the Jr. Kindergarten class in the women's bathroom. Infants will join the 4-year-old classroom in the men's bathroom.

Children will sit in groups until it is safe or help arrives. Mats or crib mattresses will be used to help protect the children. A staff member will open a door and window to allow for airflow if appropriate.

Lockdown Procedures During a lockdown, all classrooms will remain in their rooms. Doors will be locked, blinds will be closed, and children will be moved to a safe area away from doors and windows.

Please see the attached emergency response brochure for additional information regarding lockdown and active shooter procedures.

SLEEP POLICY (for infants up to 12 months)

Providing infants with a safe place to grow and learn is very important. For this reason, Christ Fellowship Church Child Development Center (CFCCDC) has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome.

(SIDS). SIDS is “the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.” The staff, substitute staff, and volunteers at CFCCDC follow the AAP safe sleep policy.

WHEN THE POLICY APPLIES:

This policy applies to all staff, substitute staff, parents, and volunteers when they place an infant to sleep at CFCCDC.

SLEEP POSITION:

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

SLEEP ENVIRONMENT:

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
 - Crib slats will be less than 2 3/8" apart
 - Infants will not be left in bed with drop side down
- Infants will not be placed to sleep on any standard bed, waterbeds, couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight-fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.)
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Smoking will not be allowed on CFCCDC property. Staff members who smoke must change clothing before working with children to avoid 2nd and 3rd-hand smoke.

SUPERVISION:

- When infants are in their cribs, they will always be within sight and hearing of staff.
- A staff member will visibly check on the sleeping infants frequently (every 10 minutes) at CFCCDC.
- When an infant is awake, they will have supervised “tummy time.” This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time (less than 15 minutes) in car seats, swings, and bouncer/infant seats when they are awake.

TRAINING:

- All staff, substitute staff, and volunteers at CFCCDC will be trained in safe sleep policies and practices.
- Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.

- Documentation that staff, substitutes, and volunteers have read and understood these policies will be kept in everyone's file.
- All staff, substitutes, and volunteers at CFCCDC will be trained in first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

Communication Plan for Staff and Parents:

Families will review CFCCDC's infant safe sleep policy during enrollment with the Director and Infant Nursery Supervisor. These life-saving guidelines are posted prominently in infant spaces. We strongly encourage families to mirror these practices at home to reduce SIDS risks, and we will notify everyone promptly if any health and safety policies change. A copy of the Safe Sleep policy is available in the [Parent Info](#) and staff handbooks.

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 write in Brightwheel 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.

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 are 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.

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.

BUILDING SECURITY

CONTROLLED ACCESS

- All entry points to CFCCDC will remain locked during operational hours, except for designated entrances.
- Access to CFCCDC will be granted only to authorized individuals, including parents, guardians, and staff.
- Fobs will be issued to families and staff members for convenient access to the childcare center. The first fob will be provided free of charge.
- A fee of \$10 will be charged for the issuance of a second fob to families.
- In the event of a lost fob, a replacement fee will be applied.
- The first lost fob will incur a fee of \$50.
- The second lost fob will incur a fee of \$75, and no further replacements will be provided.
- Fobs must be returned upon disenrollment from the childcare center. Failure to return the fob will result in a charge of \$75.
- Parents and authorized visitors entering the building must use their assigned fob for access. They should refrain from allowing entry to unauthorized individuals by holding doors open for others.
- It is essential for parents and visitors to be vigilant and not allow individuals they do not recognize to enter the building, ensuring the security and safety of all children and staff.

SECURITY TECHNOLOGY:

- Security cameras will be installed in common areas of CFCCDC to monitor activities and enhance security.
- Additionally, cameras will be positioned on the outside of the building to provide surveillance of the perimeter and surrounding areas.
- Access control systems will be implemented to restrict access to authorized individuals only.

TRAINING AND EDUCATION:

- Staff members will receive ongoing training on security procedures, child protection, and emergency response.
- Children will receive age-appropriate education on personal safety and security.

ADDITIONAL IMPORTANT INFORMATION**SPECIAL OUTINGS**

Children may participate in supervised outings within the surrounding neighborhood and our CFCCDC building. This may include buggy rides for infants and younger children, and walking trips for older classrooms, including visits within the neighborhood to the "Secret Garden" and "Forest".

At least two staff members will accompany children on all outings. Teachers will always maintain active supervision. Children will use appropriate safety measures such as walking ropes or buggies based on age and development. Regular head counts will be conducted before leaving, throughout the outing, and upon returning to the Center.

If parents arrive at the Center during an outing, they may meet the class at the outing location or come into the Center, where their child will be placed in another classroom until their class returns.

SPECIAL ACTIVITIES & FEES

CFCCDC brings special activities and programs on-site for children to participate throughout the year.

There is an additional charge for activities. There is a weekly charge for children in the Kind Kiwis, Patient Plums, Joyful Junipers, and Faithful Figs for Stretch'n'Grow, Music, Amazing Athletes and Tippi Toes. Children in the Loving Lemons class also attend Music. All additional 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.

A one-time summer activity fee will be charged to help cover the cost of special activities and programs. This fee will be shared with families in May along with the summer schedule and list of activities.

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 the students are invited or all the boys or all the girls are invited.

BABYSITTING

CFCCDC strongly discourages our employees from babysitting for our parent partners in order to maintain professional boundaries and protect staff personal time outside of work.

Any babysitting arrangements made between staff and families are outside the scope of CFCCDC. The Center is not responsible or liable for any such arrangements.

Babysitting arrangements may not be discussed, arranged, or conducted during work/operation hours or on CFCCDC property.

CLOTHING AND PERSONAL BELONGINGS

INFANTS, TODDLERS & TWOS

- Diapers (bring by 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 Blanket & crib sheet (toddlers & twos only)

PRESCHOOL AND JR. KINDERGARTEN

- 2 full changes of clothing
- Crib sized sheet and 1 light weight blanket
- No scary clothing.
- No clogs or sandals; closed toed shoes only
- Please make sure your child's name is written on all the above items.

NAP & REST GUIDELINES

Colorado Licensing Rules and Regulations require that all children rest on their cots for 30 minutes.

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.

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.

FINAL THOUGHTS

The policies and procedures outlined in this Parent Handbook are designed to ensure the safety, well-being, and smooth operation of our center. We are committed to providing the highest quality of care for your child. Please review these guidelines carefully, as they form the foundation of our program. We reserve the right to update these policies as necessary, and families will be notified of any changes in a timely manner.

Any individual who has questions may ask:

Program Contact: Chastine Wrye, Director (chastine@cfccdc.com)

Health Professional Contact: Jessica Knight, RN, Child Health Connection
(jessica@childhealthconnection.com)

Child's Name _____ DOB: ____/____/____

By signing below, I acknowledge that I have received, read, and fully understand the *Christ Fellowship Church Child Development Center (CFCCDC)* Parent Handbook. I agree to comply with all policies, procedures, and financial obligations outlined within it. I understand that these policies are subject to change, and that I will be notified of any updates.

Parent/Guardian 1 Name (Printed): _____

Parent/Guardian 1 Signature: _____ Date: ____/____/____

Parent/Guardian 2 Name (Printed): _____

Parent/Guardian 2 Signature: _____ Date: ____/____/____

For Office Use Only

Date Received: ____/____/____

Received By (PRINT Staff Name): _____

Signature: _____ Date: ____/____/____

Health Professional/Consultant (if appropriate)

Reviewed (PRINT Name): _____

Signature: _____ Date: ____/____/____

Safe Sleep Policy Review with Parent/Guardian (for infants up to 12 months)

Reviewed (PRINT Name): _____

Signature: _____ Date: ____/____/____

Placed in Child's File: ☐ Yes

Date: ____/____/____