



WELCOME TO PARADISE PLACE

We welcome your family to Paradise Place! We believe that early childhood is a **very** special time of growth and development, and often one of the most important times for the forming of character, ability, and positive self-concepts. Our staff consists of caring adults who are trained to meet your child's needs. We want to make your child's experiences with us positive ones, full of creativity, discovery, and fun in an enriching, educational environment.

Sincerely,

Ben Poswalk
Director

"We Don't Mold Children, We Reveal Them!"
Paradise Place Preschool grows better humans everyday!

WWW.PARADISEPLACEPRESCHOOL.COM (970) 349-2149

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DESCRIPTION - PARADISE PLACE

LOCATION

Paradise Place is located at 404 Maroon Avenue, Crested Butte, Colorado 81224. Our post office box number is 787. The classrooms phone number is 349-1832. The phone number for the office is 349-2149. And our website is: www.paradisepalce.org

ORGANIZATION

Paradise Place began operating in September 1988. Our first Director was Alyce Klick and classes were held Monday, Wednesday and Friday mornings from 8:30 to 12:00 noon. From that small beginning, we have grown into a year round, five day a week program. We are a community preschool and receive financial support from Crested Butte Community.



STATEMENT OF NON-DISCRIMINATION

At Paradise Place equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students. Paradise Place will provide an interpreter or other resources to help with other languages of enrolled families via email, translation and face to face meeting if such service is needed. 2.1

GOALS OF OUR PROGRAM

1. Paradise Place adheres to and meets the Colorado State Standards and Code of ethics.
2. Paradise Place uses Creative Curriculum.
3. Paradise place uses Teaching Strategies Gold to assess student participation and performance in these categories:
 - a. Cognitive
 - b. Emotional/Social
 - c. Creative
 - d. Physical
4. Paradise Place uses a hands-on approach to learning which fosters a life-long love of learning, and provides a good experience for the children in support of their future learning.
5. Paradise Place seeks to employ and support on a long term basis compassionate professionals who support all aspects of the Paradise Place mission, principles, and programs.



OUR PROGRAM

HOURS & DATES OF OPERATION

Paradise Place is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Our 2020/2021 Fall Program runs from August 24th, 2020 to June 4th, 2021. Half- day pick up is **at 12:45 P.M.** and no later than 1:00P.M. Full Day pick up is no later than 4:45. ****Pick up times means your child must be signed out of the school *by that time.***

If you child arrives after their class has left for a field trip they will be placed in a classroom with children close in age until their class returns.

We are closed:

Labor Day,
Columbus Day
Thanksgiving Day,
Thanksgiving Friday,
Christmas Eve,
Christmas Day,
New Year's Day,

Martin Luther King, Jr. Day,
Presidents' Day,
April Spring Break week,
Memorial Day,
July 4th,
And 2 days *before and one week after*
the Summer Program

Transitions

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

Transition for home to preschool

Prior to your child's first day, you will have an opportunity to tour the center and communicate any anticipated concerns. At this time please share the best communication method that the teacher may use to reach you. We also ask families to fill out a Family Interview Form which provides additional information about your child, which will help the teachers transition your child into the classroom.

Transition from one classroom to another

As young children transition to the next early childhood classroom there can be some anxiety for both the child and the parents. Separation anxiety is a normal reaction. Leaving the familiar faces of teachers and entering into a new environment can be difficult for anyone. We have a seamless transition policy that will help minimize this anxiety. When it is time for your child to transition to the next classroom we will notify you 1 week before the official transition will begin. During the first week of the transition your child will start having "play dates" in the new classroom. The length of these "play dates" will be determined by how your child is handling the transition. During week 2 we will ask that you drop your child off in the new classroom and have them start their day in there. They will then come back to their regular classroom for lunch

and nap time. After these two weeks we hope that the child has adapted to this transition and by week 3 the transition will be complete. In the situation that your child needs additional time we will meet the needs of your child to make the transition a fun and exciting process

Transition from Preschool to Kindergarten

We will provide you with information on school choices in the Gunnison area, what to expect in kindergarten, kindergarten readiness and ideas on how to talk to your child about going to elementary school. During our parent teacher conferences, parents will have the opportunity to discuss any concerns they have or their child will have on transitioning to kindergarten. 2.4

PRIMARY CAREGIVING & CONTINUITY OF CARE

Primary Caregiving and Continuity of care

Children will each have a primary caregiver who develops a special relationship of mutual trust and respect with them and their parents. The primary caregiver works with other program staff to ensure a positive child care experience for your children and you parents. The primary caregiver system ensures that every child has a special person, and that each parent has a primary contact. How is the primary caregiver special? She becomes an expert on each child, an advocate, and a coordinator of children's and parents' experiences.

We also do our best to ensure that we are providing continuity of care. Continuity of care means that children and caregiver remain together for more than one year, often for the first three years of the child's life. It can take different forms. Children and caregivers can remain together in the same room in a mixed-age group in which children who enter as infants gradually become the big kids. Maybe one caregiver moves with a group of children. Even moving a cluster of children to the next age group rather than moving children individually contributes to some continuity of care.

Keeping children and caregivers together for three years has several benefits. Close relationships between children and their primary caregivers can flourish. The child, who says goodbye to the ones she loves every morning when they leave her at the center, does not have to say goodbye to the person who has helped her to adjust to life in child care. 4.4 & 4.5

PICK UP

Pick up time for half-day A.M. children is **NO LATER THAN 1:00 p.m. – (Please arrive by 12:45)** For afternoon and full-day children it is **NO LATER THAN 5:00 p.m. (Please arrive by 4:45)** All children must be signed out by your designated pick up time. Please plan to arrive with enough time to sign your child out and be out of the school by 1:00 P.M. for A.M. students and 5:00 P.M. for full day students. If you need to speak with the teacher of your child's class, please plan to arrive at a time that allows you to speak with our staff and sign out by the designated time. This ensures that students are not disrupted during nap time in the afternoon, and that teachers are able to have the time they need to plan for the next day in the evening. You are allowed 2 excused late pick-ups with a phone call (with a 5-minute grace period). After that you will be charged \$5 for every 5 minutes you are late.

Ratios

Our maximum child to staff ratio is 8 to 1 for the Whales (4-5 years), 7 to 1 for the Lions (3-4 years), 6 to 1 for the Doves (2-3 years), and 4 to 1 for the Lambs (1-2 years). The following Teacher-Child Ratios within the Group Size Chart should be used for best practices based on recommendations by NAEYC. 4.3

NAEYC TEACHER/CHILD RATIOS										
AGE GROUP						GROUP SIZE				
	6	8	10	12	14	16	18	20	22	24
Infants										
Birth to 15 months	1:3	1:4								
Toddler/Twos (12-36)										
12 to 28 months	1:3	1:4	1:4	1:4						
21 to 36 months		1:4	1:5	1:6						
Preschool										
2.5-years-olds to 3-year-olds (30-48 months)				1:6	1:7	1:8	1:9			
4-year-olds						1:8	1:9	1:10		
5-year-olds						1:8	1:9	1:10		
Kindergarten								1:10	1:11	1:12

ACADEMICS

Paradise Place has a long tradition of academic excellence. This is a functional, educational school. In order to minimize disruptions and ensure your child the best possible learning environment, we require your child to arrive by 9:30 a.m. daily. We also require that children are enrolled a minimum of two half days per week. Children ages 1 to 2 years will attend the Lambs' class, 2-3 years the Doves' class, 3-4 years the Lions' class, and 4-5 years the Whales' class. Changes in classrooms will be discussed with the parents before decisions are made and will be made in the best interest of your child.

STAFF

The directors and teachers at Paradise Place bring diverse perspectives to our school. Many of our staff have bachelors' degrees in education, early childhood, or related areas of study. Our staff also has life and/or work experience in the care and education of young children. We complete a full and thorough background check for all of our staff. We encourage all staff members to attend college courses, graduate courses, conferences and workshops, as a means of development and continuing education.

DISCIPLINE

At Paradise Place we encourage children to be cooperative, responsible, and empathic. We use a philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors. There, of course, may be times when a child's behavior or actions cause distress or safety concerns for the staff and other children in the program. Behaviors which would call for intervention are: biting, physical aggression, non-compliance, eloping from the classroom or playground, inappropriate language, or other acts which may be harmful to the child, their peers, and/or teachers. In such a case staff will utilize positive discipline, redirection and logical consequences to guide children's behavior and learning. They will also use an on-going observation system which will assist them in meeting the needs of the group and individuals. An important part of that system will include documenting behaviors of concern in order to provide a clear and helpful written record, should one be necessary. Lead Teachers will keep families informed of their child's day through phone calls, emails, or face to face meetings. We believe that clear and open communication often resolves such situations.

In the event that the behavior continues teachers and families will meet with the program's director to discuss the formation of a Behavior Support Team. The team will include the child's teachers, parents or guardians, the program director, and if necessary other related service personnel (e.g., special education staff, occupational therapists, speech therapists, mental health consultants, or the county's Child Find coordinator). Together the team will create a Behavior Support Plan. The plan will be used to provide clear and consistent guidance to all adults working with the child. Please remember that we value confidentiality as a protection for families, staff, and children. We will maintain this to the greatest degree possible in any situation. All notes, forms, meeting details, and other documentation in a child's or other school file are to be held in the same confidential manner. We look to these situations as opportunities for children to gain skills of communicating, problem solving, collaborating, and empathy. We strongly seek a resolution that serves all parties in the best way given the circumstances.

Research shows that young children do not fully develop their ability to self-regulate, understand and cope with strong emotions, problem solve, or work cooperatively until the age of 6. During early years challenging behaviors are a form of communication, the child is letting us know that they are lacking specific skills and that their needs are not being met. The best way to support them and their families is to keep them in the program. Paradise Place does not believe in suspension or expulsion.

ENROLLMENT, REGISTRATION & TUITION

MINIMUM REQUIREMENTS FOR ENROLLMENT

Children enrolled in Paradise Place must be at least 1 year of age and walking independently. Families of students previously enrolled must have their bill paid in full or made arrangements for a payment plan, before their child can be re-enrolled.

ENROLLMENT PACKET

Parents of newly enrolled children need to fill out and return the following forms on the first day of school (the child health form can be returned within 30 days of enrollment). Parents of children currently enrolled must fill out these forms every year in September, or one year from their child's enrollment date. School-aged children must update their child's forms every three years. They are required for *State licensing* of our program. If we do not have them, your child will have to remain home from school until his/her file is complete.

1. Enrollment form
2. Teacher Information form
3. Authorization form
4. Child Health Record form
5. Certificate of immunizations or signed exemption
6. Handbook policy agreement

DISENROLLMENT POLICY

Paradise Place reserves the right to cancel the enrollment of a child for the following reasons:

- Not observing the rules of the school as outlined in this Handbook.
- Physical and/or verbal abuse of staff or children by a parent.
- If your tuition account becomes more than 60 days delinquent, your child may not attend the school until further arrangements are made with a Director and the office manager.
- Families of students previously enrolled must have their bill paid in full before their child can be enrolled for the following term.

CONTRACTS

In order to ensure dependable care and academic consistency, we ask you to complete a seasonal contract for the entire Fall Program.

*You may contract for 2 to 5 days per week, mornings and/or afternoons. If we have only one day available on our schedule your child may attend but you must enroll your child in the next available day if it works with your schedule.

One contract change involving deletions will be considered within 30 days of enrollment. There will be a \$50 fee for every schedule change after the first 30 days of enrollment and/or within 2 weeks of program start dates. Families wishing to dis-enroll their child from Paradise Place for any reason must give a 30 day notice so that a replacement may be found. If we cannot find a replacement, you will still be responsible for tuition agreed to in your contract. *Any prepaid tuition will be refunded if the student's slot can be filled after the 30 day notice. A 5% administration fee will be subtracted.* A future place will not be held for a child that is not currently enrolled and attending.

TUITION

Tuition for your schedule is computed for each program and billed in equal payments on the 1st of the month and due on the 7th of each month. We use Brightwheel to process billing with its autopay feature where you can choose ACH or credit card payments. Upon enrollment, the first month's tuition and an enrollment fee are due up front and are non-refundable. Monthly and weekly fees are calculated based upon a daily rate which decreases as the number of days enrolled increases. This daily rate is multiplied by the average number of days in the year to come up with the monthly rate. Therefore, your monthly fee is the same each month and not dependent on the number of days. Some months you are paying for less than you receive, and some months you are paying for more. If you enroll for a mixture of ½ and full days, your monthly rate will be calculated separately. If you have two or more children from your family enrolled, you will receive a 10% discount off the lower of the two tuitions. (This does not include extra days.) A 5% discount will be given for paying for the entire program in advance by cash or check. (no discount will be given for paying by credit card). We do not provide tuition credit for missed days due to travel or illness unless your days are picked up via Hoppingin. **Tuition is due with no deductions for any absences, holidays, illnesses or closures due to inclement weather, power outages, or other situations beyond our control.**

A \$35 late fee will be billed for tuitions received after the 30 - day grace period. If your account becomes more than 60 days overdue, a payment plan is required for your child to continue attending school. If your account becomes more than 60 days past due without a payment plan your child will no longer be able to attend school.

MUSIC, YOGA, ART AND SPANISH

One day a week Paradise Place will hold a music class, yoga class and a Spanish class for the children. We participate in the Trailhead Children's Museum Art program. All of which is included at no additional cost to you!

ABSENCES AND MAKE-UPS FOR DOVES, LIONS & WHALES

Make up days are non-transferable and expire at the end of each term.

Make up days are available only to families who are current on their bill.

Credits offered through Hoppingin only, make-up days allowed on a space available basis.

Please understand that make-ups are often difficult to schedule given the size of our classes. *We offer them as a courtesy, not a guarantee.*

Your child can earn up to 3 make up days per term: Fall (8/26-12/31), Winter/Spring(1/1-6/5), & Summer (6/13-8/19) terms. Make up days expire at the end of each term.

How to Use and Earn Extra from Your Child's Drop-in care with HoppingIn.com

Hopping In allows you to book drop-in preschool with your preschool center when you need it. So, if you need care on short-notice or work extra days, you can book spots for your child in just a few clicks. Before we start, we just wanted to let you know all the ways Hopping In can help you and your children:

- You can sign up your child for extra days or half days - when you need them (provided there's a vacancy).
- If there's no vacancy for the spots you want, Hopping In can add you to a waitlist and notify you if the spot becomes available.
- Whenever you need to pull your children out of preschool, for whatever reason, you can let the preschool know in just a few clicks. No need to call or explain yourself.
- If your child is going to be absent, you could even earn some money back.

We've made this extra simple for you. This short guide takes you through the 1-minute registration process and shows you how easy it is to book and drop preschool spots. It's so straightforward that we're sure you'll be up and running in no time.

1. www.HoppingIn.com How to Use Drop-in Preschool for Your Child and Earn Extra Sign Up in 1 Minute To get started on Hopping In, you'll need to sign up as a parent. Simply navigate to www.HoppingIn.com, click on the green Sign Up button. You'll be taken to a registration page where you can enter your details. Click again on the Next Step button to enter the name, date of birth, preschool and classroom of one of your children. We'll send you a confirmation link by email which you'll need to click on before you can take advantage of Hopping In's drop-in preschool features. After registering, if you need to add more children you can do so using Children > Add Children in the menu of your Hopping In dashboard. You can also add another parent using PARENT INFO How to Use Drop-in Preschool for Your Child and Earn Extra Book Spots When You Need Them
2. You can sign your child up for half or full days at your preschool when you need them by booking spots. To do this, select the child you wish to book, your preschool and the name of your child's classroom from the dropdown menus. Then click on Book Spots. Click Book Spots from your Hopping In dashboard to sign your child up for extra preschool. This takes you to the Book Spots screen where you'll see a calendar view of the month. Dates with a green circle around them are available to book. If you see AM or PM for that day, then only half days are available for the morning or afternoon. Gray dates have no spots available for that day. If a spot isn't available, you can add yourself to a waitlist by selecting the date and clicking Book Spots. We'll let you know as soon as the spot frees up.
3. www.HoppingIn.com How to Use Drop-in Preschool for Your Child and Earn Extra Select a green date to book a spot or a gray date to be added to a waitlist, then click on Book Spots Once you've selected which days you wish to book, simply click on Book Spots to proceed to the payment screen. You'll see a

breakdown of the preschool spots you've selected and their price. Click on 'Checkout with PayPal' to pay for your booked spots. Simply click the Checkout button to pay via the secure PayPal service, which accepts all major credit and debit cards too.

4. www.HoppingIn.com How to Use Drop-in Preschool for Your Child and Earn Extra Drop Spots to Earn Extra Cash If you're a regular customer with a preschool, then you can earn extra money by releasing preschool spots you don't need to other parents. If they book, you could receive partial credit for the spot. To start, select your child, your preschool and the name of your child's classroom from the dropdown menus. After that, click on Drop Spots. Click Drop Spots from your Hopping In dashboard to potentially earn money back from the preschool spots you don't need. This takes you to the Drop Spots screen where you'll see a monthly calendar view. Simply click on the dates you'll be absent and press the Drop Spots button. If the spot sells, you could receive credit off your next month's tuition. The amount at the top left of the screen tells you how much this will be for each full day or half day.
5. www.HoppingIn.com How to Use Drop-in Preschool for Your Child and Earn Extra Select the dates you wish to free up for other parents and then click on Drop Spots to potentially receive partial credit. [Where to Get Extra Help](#) This guide explains what you need to know to get started with Hopping In's drop preschool services. If you need any extra help along the way, feel free to contact one of our consultants using the button at the bottom right of HoppingIn.com. You can also email us at info@hoppingin.com or phone us on 847-920-6867. We're looking forward to seeing you using Hopping In to get preschool for your kids when you need it, and maybe earning extra money from the spots you release to other parents.

ABSENCES AND MAKE-UPS FOR LAMBS

Due to the delicate needs of our 1 year old class we use a make-up system

Your child can earn up to 3 make up days in the Fall (8/29-12/31), Winter/Spring(1/1-6/9), & Summer (6/14-8/18) terms . However, these days will only be allotted for excused absences. You can receive an excused absence by calling the school @ 349-1832 prior to 9:00 a.m. with notification of your child's absence to their teacher. **If no notification of absence is given, no make-up day will be earned.** Make-ups are one for one (i.e. - AM for an AM, FULL Day for FULL Day). You cannot split a FULL Day for two AM's or two AM's for a FULL Day. Teachers do not track make-ups days.

Make up days are available only to families who are current on their bill.

HOW TO USE MAKE-UP DAYS

- 1) You need to verify with the office how many days your child actually has.
- 2) You need to ask teachers if there is space available in a class for the day you would like to use a make-up. (Teachers do NOT keep track of make-up days.)
- 3) Make-up days used in advance (i.e.-We're going on vacation next month, but I want to use those days now) must be OK'd by the office first with dates of the future absences. (Extra days attended will be billed the following month if no absences occur to absorb them.)

Make up days are non-transferable and expire at the end of each term.

Make up days are available only to families who are current on their bill.

No credits offered, make-up days allowed on a space available basis.

Please understand that make-ups are often difficult to schedule given the size of our classes. *We offer them as a courtesy, not a guarantee.*

SCHOLARSHIPS

Scholarships may be available to offset the cost of tuition. Please ask the director for an application and more information. ** Scholarships will not be applied to extra days added re-evaluated with any schedule changes.

SCHEDULE CHANGES

Any permanent schedule changes need to be submitted via a schedule change form to the director to ensure that they are approved. Schedule changes after September 30th that result in a reductions of day will incur a \$50 fee.

PARENT INVOLVEMENT & RESPONSIBILITIES

PARENT PARTICIPATION

Paradise Place values parent participation. Parents are welcome anytime and are encouraged to spend time and to feel at home here. Through parent participation we manage to maintain the high standard of early childhood education we offer. Your sharing of ideas and efforts is vital to our economics and to the success of your child in school. When you participate, you foster a sense of belonging and community and form a school-family partnership that enriches your child's experience and our program. Your participation in our program will hopefully establish a pattern of involvement that lasts throughout your child's educational years. Involvement in your child's education promotes success in school and life.

We encourage you to take advantage of the opportunity to donate any hours you can give and be a part of your child's early education!

A list of suggested ideas for parent participation will be sent home in the beginning of the Fall Program, and in every monthly newsletter thereafter.

We not only love parent involvement, but we need it as well! Any time you have to give to help us out at the school will be greatly appreciated by us, but most importantly by your child.

SIGN-IN/OUT

State requirements insist that each parent sign-in when your child arrives in the morning, and sign-out when the child is picked up. Sign-in and out is done digitally on the laptop in the front entry-way. Not only is this a legal responsibility, but a way to insure your child's safety. If we have an emergency evacuation, the teachers rely on the digital sign-in log to make sure all children are accounted for outside of the building. If your child will be leaving the school temporarily, you must sign-out on the laptop in the front entry-way. Children must be escorted by an adult and brought to the inner door of the preschool. If the class is away from the preschool a note will be posted as to our whereabouts and at what time we will be returning.

No children will be released to any person not authorized by a parent. We must have written or verbal authorization for any changes in this regard.

Visitors to the school are asked to sign-in on the sheet outside of the director's office. Persons not familiar to staff will be asked for identification.

ASSESSMENTS AND PARENT/TEACHER CONFERENCES

Teachers evaluate and report on children both formally and informally. Our main assessment tool is Teaching Strategies Gold. Each child will also have a portfolio that will travel with him/her through the school, with samples in it to show their growth in all the developmental milestones: cognitive, emotional and social, physical, creative, and spiritual. They are available for parents to view at any time.

Conferences by appointment are encouraged any time. We schedule two parent/teacher conferences a year. Your child's teacher will go over his/her portfolio and a progress report will be given to you and discussed at that time. Conferences are also an opportunity for you to ask questions of or give input to your child's teacher.2.7b

Referrals

If at any time our staff or you as the parent suspects that your child may need a referral to Child Find we have such referral forms and information packets available on the parent resource table in the office. Parents are also encouraged to contact Child

Find at 970.641.7750. Copies of Gunnison/Hinsdale Count Early Childhood Resource Directories are available from the director. 2.11

We will work directly with you to ensure your child's success in their education. If your child is on an IEP or an IFSP our staff will work with you and your service provider to support your child's goals and outcomes in such plans. Our goals are that all children reach their full potential. 2.12 &5.3

HOME LANGUAGE

Paradise Place honors a child's home language. If English is not your child's primary spoken language please inform the director. Paradise Place will attempt to find a bilingual teacher who is fluent in the dominant language and English will be provided in your child's classroom while they are in attendance at Paradise Place. 6.1

SNACKS & LUNCHES

Families provide all their own food for their children. We ask you to bring nutritious snacks (ex. fruit and protein or veggie and carbohydrate) to be used for morning and afternoon snack. We also require you to provide your child's lunch. Because we believe that a child's overall development is important, we ask that you send a variety of nutritious items in your child's lunch. We will re-heat items for you. Because we have limited space in our refrigerator, we ask that you please pack your child's lunchbox with an ice pack. We recommend that you purchase small reusable containers, labeled with your child's name. This way we can send home any uneaten portion so that you know what your child is eating. If you send a treat item, the teachers will ask your child to eat his/her "growing food" first, and then if they have room they may eat the special treat.

BIRTHDAYS & CELEBRATIONS

Birthdays are special and we celebrate at morning snack time. You will be assigned to bring snack on or near your child's birthday. You may share party cookies or some other food your family enjoys preparing and serving (but no chocolate, please). Parents may donate a book, puzzle, or game to the classroom. It may be wrapped and opened by the birthday child. This way your child has the honor of giving, not just receiving. A teacher can help you with ideas of what the class would enjoy. We also celebrate various holidays and special occasions throughout the year, such as Christmas, Easter, Mother and Father's Days, etc. We will announce these parties ahead of time and encourage volunteers to send food and/or help with the celebrations.

PERSONAL BELONGINGS

CUBBIES/PARENT MAILBOXES

All children's personal belongings should remain in their cubby. Please empty your child's cubby every day. Some children may need to share a cubby, in which case it is very important to do this.

You may bring in a special pillow and blanket and/or stuffed animal for naptime. It will be kept in your child's cubby or nap box and should be taken home once a week, washed,

and returned to school the following day. You may also bring nap items to and from school, without storing them here.

Parent mailboxes are located above the children's cubbies. Please *check your mailbox every day* for important information such as your monthly statement, notes from teachers, newsletters, children's art work, etc...

If you have birthday invitations to give to children, please mail them instead of putting them in cubbies or parent mailboxes. This will eliminate a lot of hurt feelings.

CLOTHING

Please label all clothing and shoes sent to school with your child. We ask that you send a pair of shoes/slippers for your child to wear while at school in the winter. Please make sure that he/she is appropriately dressed for the weather. Winter: a jacket, snow pants, boots, mittens, goggles and a hat. Warmer weather: sun hat and light jacket. Also, please send a pair of sunglasses labeled with your child's name on them to keep at school. Each child should provide a bottle of s.p.f. 30+ sunscreen at the beginning of the year for their class. We go outside every day except in very extreme weather.

We also ask that you send at least one extra set of clothing for your child in case of emergencies (we get wet, muddy, painted on, etc...). This includes a shirt, pants, underwear and pair of socks.

TOYS

Paradise Place has a large inventory of lessons, toys, and projects for the children. Personal toys are difficult to share and often become misplaced or broken. Children are not allowed to bring personal toys to school except on the days that we have "Sharing Time" or for naptime, and are to be kept in their cubbies until the appropriate time. Children are not allowed to bring anything that poses a real or imaginary danger to other children. We request that toy guns, swords, action figures, etc. be left at home as they promote aggressive behavior.

Children are not allowed to bring in money; it is a health and safety issue.

HEALTH & SAFETY

ILLNESS POLICY

Parents should check for illness prior to bringing their child to school. Teachers also check the children upon arrival. If the teacher feels the child is ill, the child will not be admitted that day. Please refer to this specific Paradise Place policy to determine whether your child should attend school.

If your child becomes ill during the day, parents will be notified as soon as possible. We will do our best to make your child comfortable in a secluded area within the classroom or in the office until you arrive. **We ask that you arrive promptly to ensure our teachers are able to return to normal classroom activities.**

You will be asked to keep your child home or pick your child up from school if a student is presenting any of the following symptoms but not limited to:

- The child does not feel well enough to participate in normal activities, is overly tired, fussy or won't stop crying.
- The child needs more care than teachers and staff can give while still caring for the other children.
- Diarrhea: if the child has had diarrhea three times or if the bowel movement is not contained in a diaper or toilet.
- Fever: if your child has a fever of 99.8 or above. If your child has a rash, diarrhea, or is acting abnormal we will check his temperature. If it is 100 or above, you will be called to pick him up. We will re-check a fever of 99.8-99.9. If it has not returned to normal in 20 minutes, you will be called to pick up your child. We have three professional thermometers, recommended by the Colorado Health department for accuracy that are calibrated monthly. **We will make our determination of fever based on our thermometers.**
- Coughing: If your child is coughing and we are unable to prevent your child from coughing on other children and classroom materials, if your child is unable to nap
- Rash: if the rash is spreading quickly, has open or weeping wounds or is accompanied by fever or viral symptoms such as runny nose, coughing, sore throat or earache
- Vomiting: If your child vomits he will be sent home. Your child will not attend school until 24 hours since vomiting has occurred.
- Chicken pox: Your child should remain at home until all blisters are dry, no new blisters are forming and your child is free of fever and other symptoms for at least 24 hours.
- Flu/ flu-like symptoms: Your child should stay home until he is symptom free for 24 hours without the use of medication.
- Respiratory or cold symptoms: Your child must be fever free without medication for 24 hours, mucus should be clear before returning to school.
- Conjunctivitis (pink eye): Your child should not attend school if there is active yellow or green discharge, at least 48 hours of treatment.
- Croup: After diagnosis of croup your child should complete treatment and cough should return to normal for at least 24 hours.
- Hand, foot and mouth disease: Your child will not be admitted to school if he has mouth sores, is drooling, or is not able to take part in classroom activities
- Head lice or scabies: your child can return to school after treatment and infestation is gone.
- Hepatitis A: Your child can return after one week of treatment is complete and he is able to return to normal classroom activities.
- Herpes: Your child will not be admitted to school with open sores that cannot be covered or drooling.
- Impetigo: You may return to school after 48 hours of treatment and sores are covered.

- Ringworm: You may return to school after 48 hours of treatment and infected areas are covered.
- Roseola: Your child should stay home if he has fever or behavioral changes
- RSV: Your child should stay home until 24 hours symptom free, including, fever and respiratory symptoms.
- Strep throat: Your child can return to school after at least 24 hours of starting an antibiotic and he is able to return to normal activities.
- Vaccine preventable diseases: Measles, Mumps, Rubella (German measles), Pertussis (Whooping Cough) You must provide a written note from a physician indicating your child is no longer contagious.

Children who are in the contagious stage of an illness but not restricted to fever; are in the first 24 hours of antibiotic treatment; have a cough accompanied by green or yellow mucus; have vomited during the night; have had persistent diarrhea; have signs of conjunctivitis; have excessive nasal discharge; or other indications, should stay home for their wellness and that of other students and teachers until he/she has been free from symptoms for 24 hours. We go outdoors every day except in extreme weather. Children not well enough to go outside should remain at home.

Parents should notify Paradise Place if your child develops a communicable disease. A child with a communicable disease may return to school with the approval of a physician and a Director.

Minor injuries will be treated with soap, water, ice, and Band-Aids. Should there be a serious accident, we will immediately attempt to contact a parent. If this is not possible, we will contact the child's physician and whomever you specify as someone to call in an emergency. Please keep this information current.

It is up to your teacher's discretion to determine whether your child is well enough to attend school. If it appears your child is ill or contagious to staff and other children you will not be admitted to school. Doctor notes to the contrary will only be considered if it is in compliance with Paradise Preschool's illness policy. If you have questions about why or dispute your child being sent home due to illness you may contact the director for consideration.

MEDICATIONS

Prescription and non-prescription medications must be brought in the original container and with your child's name on it. You must also bring in a copy of the prescription signed by the doctor (this includes over the counter medications, as well). Otherwise, you may choose to come in and administer the medication to your child your self. Also, please ask a teacher for our medication administration form to fill out that gives permission for us to administer any medications. An individual form must be filled out for each incident. The medications will be kept out of children's reach at the school (do not put medicines in your child's lunch box) and returned to you at pick up time. Teachers will fill out our medication administration form to record when and how much medication was given.

A school may administer medication to a child only if a parent or guardian has specifically requested such action and there is a reason to administer the medication when the child is at school. A written order from an individual who is licensed to prescribe medications must be on file in order to administer medications. Medication may be given legally only by trained school personnel that have participated in the required Medication Administration Training and to whom a registered nurse has delegated the task of medication administration. Neither the school nurse nor her designee is permitted to administer medication unless:

1. The medication is in the original properly labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, and name of health care provider and current date is printed on the container.
2. Written orders from the student's health care provider are on file in the school stating: Student's name Name of drug Dosage Purpose of the medication Time of day medication is to be given Anticipated number of days it needs to be given in school Possible side effects
3. The parent/guardian provides written permission to the school to administer a prescription or over-the-counter medication.
4. School personnel keep an individual record of any medications administered by school personnel.
5. Medication is stored in a clean, locked cabinet or container. Additionally, school districts may want to consider requiring parents to sign a release from responsibility pertaining to side effects or other medical consequences that may be related to the medication(s).

DIAPER CHANGING AND POTTY TRAINING

Children in need of diaper changing will be treated kindly and with dignity. Parents are responsible for providing their child's diapers and wipes, as well as extra sets of clothing. In the case of cloth diapers, parents are required to provide a waterproof bag or container in which soiled diapers will be placed. It must be removed from the school daily and cleaned and sanitized before returning. A sterilized surface will be used for changing. Disposable gloves are available for staff to use during diaper changes. Staff and children must wash their hands before and after changing. Soiled clothes will be placed in a sealed bag and placed in the child's cubby. Extra clothes will be provided if necessary. Please wash and return them. Teachers work with parents to make a "potty training plan". Please ask the Director for the handout on potty training.

TRANSPORTATION

Parents will be informed in advance when Paradise Place will be transporting children for a field trip or event. Each child will be restrained in an individual seat belt, and no children under 4 years of age or less than 40 pounds will be allowed in the front seat of a vehicle. The teacher will include a first aid kit and each child's emergency information in the vehicle.

CHILD ABUSE AND NEGLECT

To report known or suspected child abuse call the Gunnison County Department of Social Services at 641-3244. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

EMERGENCY PROCEDURES

In case of accidental injury, we will immediately attempt to contact a parent. If this is not possible, we will contact the child's physician and whomever you specify as someone to call in an emergency. Please keep this information current.

We have regular fire and disaster drills at school. Also, our teachers have first aid and CPR training. In case of emergency evacuation of the preschool children will be escorted by the staff to a safe location and parents notified as soon as possible. **Staff relies on the daily sign-in sheet to make sure all children are accounted for. Please be sure to sign your child in and out every day.**

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire, radon & carbon monoxide detectors, fire suppression system and fire alarms on all floors. Additionally there are emergency exit signs at all exits.

Our fire evacuation plan is reviewed with the children and staff on a quarterly 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.

RELEASE/REUNIFICATION: After Lockout, Lockdown, Shelter-in-Place and/or Evacuation a controlled release/reunification may be necessary to release or reunite students with parents and/or caregivers. This process requires accurate accountability of students and release of students to authorized adults only. This will be accomplished using ELV Kiosk to digitally sign children out to authorized individuals only. Communication will come via text, email and phone between school and families.

Addendum:

Hot/Cold Weather

All children must be appropriately dressed for the current weather of the day. If temperatures dictate that it is too cold, below freezing, or above 95 F the children shall remain indoors.

Accountability for all children

Paradise Place uses the Early Learning Ventures system to track children present in the building. The director is responsible for periodically checking the system to ensure all children are present and accounted for at least three times a day.

Center Concerns

To report any comments or concerns about this center please contact:

How do I contact Child Care Licensing?

- To review provider files.....303-866-5088
- To report licensing violations.....303-866-5958
- To obtain licensing information.....303-866-5958 or 1-800-799-5876
- Fax Number.....303-866-4453

Outings & Field Trips

Weather permitting; we conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

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

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

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

While traveling in the van there will be a minimum of two adults to provide appropriate supervision of the children. There must be a cell phone with the adults to call for assistance if an emergency should occur.

Television/Video Time

Our normal daily routine does not include television watching, but from time-to-time, we may use a video from the internet as a teaching aid and discussion stimulator. Video consumption will not be longer than 30 minutes and the program will be screened prior to showing. Programs 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.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been

able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Obligation to inform Law Enforcement or When we have to inform Police

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.

GUIDANCE

General Procedure

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.

Acts of Aggression and Fighting

Children are guided to treat each other and adults with self-control and kindness. When a child becomes 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.

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.

Company Monitoring

- Paradise Place reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.
- Paradise Place may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The company will do so only after first ensuring that such action is in compliance with state and federal laws.