Laser 1190 Village Ridge Pt. Monument, CO 80132

Littlesproutslearningcenter.net

Hours of Operation: 6:30 to 6:00 - Monday through Friday
Serving Ages Kindergarten to 12 Years Old

Educational Philosophy

A large part of our focus is on connecting the child with nature; through gardening with the children, interacting with animals and providing opportunities to explore our world. We garden each summer with the children where they consume the vegetables they planted and nurtured, supported by local vendors and community members.. We provide animals that help the children learn about the importance and responsibilities of caring for and nurturing those that depend upon us. We promote activities and learning environments (e.g. nature classrooms) where the children can interact with and learn an appreciation for the wonders and beauty of the nature that surrounds them.

_____ parent/guardian initials

Enrollment Procedures

Our enrollment process begins by inviting you in for a tour to see our school and meeting our teachers. If after the tour and interview you feel that our school is a right fit for your child, you will be provided an enrollment packet which contains the information and forms to be completed. The packet must be completed and returned prior to or on your child's first day of care except for the physical evaluation which must be completed within thirty (30) days of enrollment.

Please provide the following items on your child's first day:

- Changes of clothing in case of accidents
- A large shirt to be used during art, science, nature and other messy projects

Please note the following:

1.	You will have a two week trial period. If you/we decide during that time that the school is not a fit
	for your child, you/we may choose to withdraw from the contract with no additional obligations,
	including no financial obligations if you pay monthly.

	narant	10000	1:	initia	٦
 	parent/	guarc	llan	muua	ıs

Weather / Outdoor Sunscreen and Clothing Policy

We make every attempt to allow the child to spend time outside daily, weather permitting, and ensure that the child is dressed appropriately for the conditions. During the summer months we will ensure that sunscreen has been applied to the children's exposed skin prior to playing outside. Sunscreen must/can be applied in the following manners:

- Parents must provide sunscreen, labeled with the child's first and last name. We encourage you to provide an extra so that you do not run out!
- We ask that parents apply sunscreen to children before they arrive at school.
- Parents may send sun-blocking hats and sunglasses.
- In the afternoon, we will reapply sunscreen provided by the parent or guardian.
- Another form of parent or guardian approved sun protection can be used (i.e., a long sleeved UV-rated shirt, UV-rated lip balm, etc.).
- Children may apply sunscreen to themselves under the direct supervision of a staff member.

In Colorado, our weather changes drastically on a moment's notice. As a result, please bring extra clothing and shoes for weather you expect and the weather that surprises us all!

Excessively hot/cold weather will be monitored by the management (reference the Child Care Weather Watch information at http://www.c-uphd.org/documents/wellness/weatherwatch.pdf for more information) and outside exposure will be limited in time.

During the summer months, the heat index chart will be followed to determine the safe amount of time to be outside. The children will not go when the temperature is higher than 90 degrees.

We will make every attempt to go outside even when the weather is colder. The wind-chill factor chart will be followed to determine the safe amount of time to be outside. Please send your child with boots, coat, hat and gloves and PLEASE LABEL everything with first and last name. Outdoor time and the resulting exchange of air is important for the children and allows them to appreciate a variety of weather patterns.

		/ :	ـاـننـــــــــــــــــــــــــــــــــ
	parent/	guardia	n iniliais
 		0	

Snow Day Policy

In the event that the weather turns bad during the day please come as soon as it is safely possible --your child will be well cared for until you are able to arrive. If we are closed for any weather related issues, it will be on our FaceBook page and on KKTV. We will make every attempt to open and will not follow the school

district closures. We will make our best effort to leave a message on the answering machines at the schools by 6:00 am. Please note that we have multiple locations and we encourage you to confirm that the update you are reading applies to your school. We will separately list Little Sprouts Vickers, Little Sprouts Monument and Big Sprouts Monument.
parent/guardian initials
Control of Communicable Disease

When it is reported to the School that a child was diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella, we will notify the Colorado Department of Public Health and Environment (CDPHE) in accordance with Colorado law, all staff members, and other parents or guardians of children in our care. We will follow the CDPHE Infectious Disease in Child Care and School Settings (reference

https://www.colorado.gov/pacific/sites/default/files/DC_ComDis-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf) at all times. Please understand this is in place to keep your child, the other children and our staff as healthy as possible. The child's confidentiality will be maintained as much as possible. The child will be excluded from the School for the period of time prescribed by the child's doctor or in accordance with the CDPHE recommendations. A Doctor's note to return to school will be required for the child's health file

F	parent/g	guard	lian	initia	als
---	----------	-------	------	--------	-----

Immunizations

We accept children into care that may be exempt from some or all immunizations. Be advised that your children may be in care with children that are not fully immunized. If your child is immunized, the current immunization records are due before enrollment or on the first day of enrollment and must be updated as required. If your child is not immunized you must provide the required waiver. The Colorado Department of Human Services has a particular form that we are required to maintain in our files, and it will be provided to you by the front desk if your doctor's form does not comply.

parent/guardian initials
parent/guardian initia

Illness Policy

In the event that your child becomes ill and needs to leave care, you will be asked to pick up your child within one hour. If your child is injured and requires medical attention you will be notified as soon as possible. If immediate care is needed, the School will call 911. Other emergencies will be handled on a case

by case basis. Generally if a parent does not answer and the incident is not an emergency, we may wait a reasonable time and call parents several times before reaching out to emergency contacts. If the child requires urgent care but it is not an incident that immediately needs "911" intervention, we will call emergency contacts if parents are not responsive. We will follow the State of Colorado School Sickness policy at all times. If the child has a temperature of 101 we will have to send them home. Children will also be sent home with a low grade fever that presents with other symptoms (excessive discharge from the eyes, nose or a wound, vomiting, diarrhea, a change in energy level that indicates lethargy, etc.). ALL children sent home will need to have a doctor's note stating the child is well enough to return and not contagious to others. This policy is followed in an attempt to keep everyone healthy –both the children and teachers.

Additional details about exclusion of children from care are available in the illness policy in the enrollment packet.

Your child will need to be free of fever or diarrhea or other symptom for 24 hours before they can return to care. If your child has been put on antibiotics they will need to wait 24 hours before returning. We reserve the right to request a statement from the child's health care provider.

		,	1.	1	
	narent	σuar	dian	ınıtıal	C
 	parcity	guui	aiuii	militia	-

Accident and Incident Form

All children receive accident and/or incident reports when an injury or incident occurs. Report forms are signed by an administrator, given to parents and maintained in the child's file. We strive to have a written report complete and available at the end of the day, but if the incident occurs at the end of the day, it may not be ready until the following morning.

Small bumps and bruises are an everyday event for most children at some point in their lives. If you would like to be notified each time please let us know and you will be notified. Otherwise you will be notified at the end of the day.

 	parent/	'guardia	an ini	tials

Medication Policy

Prescription and non-prescription (over-the-counter) medications for the eyes or ears, all oral medications, topical medications, inhaled medications, and emergency injections can be administered only with a written order from a person with a prescriptive authority and with written parent consent. All medications must be in their original bottle. Medications are kept in the front office unless they are emergency medications such as Epi-pens, which can be kept in the classroom. We can administer many medications for chronic health conditions or emergency situations in accordance with Section 12-38-132 of the Nurse Practice Act. Please deliver medication to management staff, as they are hazards and must be stored and administered with

great care. Sometimes parents leave medications in backpacks and we must not allow that to happen.	The
front desk will deliver medications to the classrooms if necessary.	
parent/guardian initials	

Americans with Disabilities Act

In accordance with Title III of the Americans with Disabilities Act, the School will not discriminate against any child on the basis of disability. The School will make reasonable modifications in policies, practices or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless such modifications will fundamentally alter the nature of its services. With Parents and medical professionals, the School will evaluate all children with special needs on a case-by-case basis to determine reasonable accommodations.

The School will not exclude any individual with a disability from the School unless the individual poses a direct threat to the health or safety of others that cannot be eliminated by a modification of policies, procedures or by the provision of auxiliary aids and services needed. We will exclude children only if they present a safety risk to themselves or to others, the accommodation needed for the child to participate provides an undue hardship and/or the accommodation needed would fundamentally alter the program.

Requests for reasonable accommodations should be directed to the School Director and/or the Owner.

Upon enrollment, we will need a copy of the Individualized Health Care Plan (IHCP) so that we can review it with our nurse consultant and implement the needs in the classroom. The IHCP may provide stipulations that deviate from the licensing requirements (e.g. swaddling, feeding using a propped bottle, etc.). The IHCP must have the following:

- Medication schedule
- Nutrition and feeding instructions
- Medical equipment or adaptive devices, including instructions
- Medical emergency instructions
- Toileting and personal hygiene instructions.

The School will also require written instructions for providing services from the parents or guardians and the health care provider. If the child does not have an existing IHCP, then one will need to be established within 30 days of the child's enrollment. The plan must be updated every 12 months from the date of the initial plan or as changes occur. Our School will inform our health care consultant immediately so that staff can receive training and provide the support as indicated by the child's IHCP.

parent/	guardian	initials
-	arent/	parent/guardian

Child Pick-Up/Drop-Off Policy & Late Pickup Policy

The School hours of operation are from 6:30 am to 6:00 pm (excluding the hours the children are in school). Staff will be in the building before we open to prepare the School for opening. The staff is not allowed to take any children until we open. The staff is also not able to allow anyone in the building prior to 6:30 am.

Colorado regulations require us to maintain certain student/staff ratios, we ask that if you will be bringing your child outside of their regularly scheduled times that you call as soon as possible at 719-487-9051 to let us know so that we can ensure compliance. This will help ensure that we have the proper staff available to care for your child.

All parents will be responsible for signing their child(ren) in and out every day at the front desk. Parents must also confirm with their classroom teacher that the teacher is aware that the child has been added to the room.

Children will be released only to persons listed on their enrollment form. Anyone not known to the provider will be asked to provide an ID. If you have an emergency and need someone not listed on the enrollment form to pick up your child you will need to call and give written authorization (email is fine). That person will need to show a photo ID. If someone attempts to pick up your child and they are not authorized 911 will be called.

If you or any other person arrives to pick up a child and appear to be under the influence of drugs or alcohol we will encourage you to let us call someone to come get you. If you leave with your child we will have to report the incident. This may include notification of the local county department of social services as well as the police, if necessary.

We are not approved for overnight care and we cannot keep children past 6:00 pm. In the event you are unable to pick your child up on time, please contact the School immediately. If we do not hear from parents in a timely way, we will begin to call your emergency contacts that you provided during enrollment. If no one can be located within 30 minutes, we will contact local authorities/social services to pick up your child. We will offer your child a snack and drink while they are waiting for someone. There is a late pickup fee of \$1.00 a minute per child. This late fee must be paid in cash immediately. If the payment is not paid immediately, care will be suspended. The option to pay the extra fee is not a service to use as convenience; a late payment should be a one-time occurrence. Please be sure to call the School immediately if you feel you may be late for any reason.

	parent/		

Parents' Right To Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at the School, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) the School must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. If conflicting court orders are presented, the most recently dated court order will be followed.

In the absence of a signed court order on file with the School, both Parents shall be afforded equal access to their child as stipulated by law. The School cannot — without a court order — limit the access of one Parent by request of the other Parent, regardless of the reason. If a situation presents itself where one Parent does not want the other Parent to have access to their child, the School suggests that the Parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other Parent's right to immediate access. Staff will contact the local police should a conflict arise.

Once presented with a Protection from Abuse Order or a Restraining Order, the School is obligated to follow the order for the entire period it is in effect. Employees of the School cannot, at the request of anyone — except the issuing judge — allow a Protection from Abuse Order and/or a Restraining Order to be violated. The School will report any violations of these orders to the court.

Should we become aware of a Protection from Abuse or a Restraining Order, we will insist upon the protecting party serving the local police department with a certified copy of the order if they have not already done so. Very often the Parent protected by the Order will serve the police department where they live and work, but will forget about the police department in the jurisdiction where the School is located.

		, ,			
	parent/	′σπard	ıan	ınıtıal	2
 	par crit,	guuru	IUII	minua	

Holidays and Vacation Policy

Our closed Holidays are as follows:

New Year's Day
Martin Luther King Day (Staff training day)
President's Day (Staff training day)
Memorial Day
4th of July
Labor Day
Thanksgiving Day
Day following Thanksgiving
Christmas Eve
Christmas Day

If the holidays above fall on a Saturday or Sunday, we will be closed the Friday before or the following Monday. Vacation days taken during the school year are built into the tuition rates. Vacation days taken during the summer time will align with summer camp program.

			_
	naront	'auardia	n initialc
 	parent	guai uic	iii iiiillais

Fees

There is a registration fee of \$100 for first child and \$50 off each additional child due with the initial registration and then annually charged in August. Rates are subject to increase annually (based on calendar not anniversary date). Tuition and other fees are outlined in the School's Financial Agreement.
parent/guardian initials
Payment Policy
Payment must be received by 6:00 pm Friday for the upcoming week. Late fees automatically apply to your account on Friday at 6pm if account is not current. Care will be suspended if payment and late fees are not received on Monday at the time of drop off. The late fee is \$30.00.
parent/guardian initials
Supervision of Children
Children will be under the direct care of their teachers at all times. We use a "Name to Face" accountability tool to track the children when they transition outside, arrive and depart. Classrooms use sign in and out sheets. Child counts are conducted every hour by the teachers. Children will never be unattended when they go outside, use the restroom, or during a transition. The children will be always be in full sight and sound of the qualified teachers.
When you are entering and exiting the building, until you check a child into his/her classroom, you are responsible for the direct supervision of your child. Please keep them with you at at all times. Parents must accompany children in and out and may not send children into the School on their own.
parent/guardian initials
Primary Caregiving Practices
Little Sprouts participates, to the extent possible, in primary caregiving practices where each child is to be cared for by the same teacher on a daily basis to promote consistency in the child's experience. This also offers opportunities for parents and teachers to develop strong relationships and efficient communication. On occasion when a regular staff cannot be present, every effort will be made to ensure a consistent substitute will be placed in the classroom.
parent/guardian initials

Missing Child

If a child is missing, staff will receive a notice and will immediately conduct a name to face count for all children in their classroom to confirm that no children have been accepted into another group. If a name to face count does not locate the child, a staff member will search the building common areas inside and

outside.	. If a child is	missing for I	longer than 5	minutes,	we will c	all 911, no	tify CSPD,	the parents/	guardians
and dep	partment of h	numan servio	ces.						

_____ parent/guardian initials

Emergency Procedures

If there is an emergency like a fire, flood, tornado or other emergency we will guide the children to safety, take our evacuation kits, and notify each parent by phone as soon as possible. We will also use email-blast, text messaging and our FaceBook page as we are able. Please keep your contact information updated for this reason

In the event that we have an emergency that causes evacuation, there is an emergency kit in each classroom that contains food, water, blankets, books and emergency numbers for the children. The teachers will begin to call parents to notify them of a relocation as soon as it is safe and they are able to do so. If you arrive at the school and no one is there due to an emergency we will be at Wal Mart off of Jackson Creek (16218 Jackson Creek Pkwy, Monument, CO 80132)

When parents arrive at the relocation space staff will check identification and release children to parents as quickly as possible, with the understanding that accounting for all children is important and processes may cause some delays.

For emergencies that require that we take shelter in the school, like a first person shooter, children will shelter in place and out of sight. There is an emergency preparedness kit in the rooms that contains food, water, flashlights and activities. In some circumstances – a shooter on site – children will be moved into a bathroom or other windowless area. In others – a lockdown called because of a robbery at the gas station across the street – children will be not be allowed outside for playground time and will be directed away from the windows

A detailed disaster and emergency plan is available in the front office and parents are welcome to view it at their convenience.

Children with disabilities will be included in emergency plans and will be provided with assistance if needed walking, etc.

Our staff will be trained in CPR and First Aid and have Standard precautions upon hire. First aid kits will be in every room, outside, kitchen and in the offices. We also work with the Federal Emergency Management Agency.

	parent,	MILLARO	lian	initia	Ic
	Daiciil	guaic	нан	IIIIIIIa	13

Drills

Our school will conduct a monthly Fire Drill. During the year we are also required to practice other drills
such as tornado, lockdowns and shelter in place. In the event of an emergency we will evacuate the children
to a safe area and we will have an evacuation crib to evacuate the infants. All teachers will have the
emergency contacts to notify parents for extended evacuations.

_____ parent/guardian initials

Transportation Policy

Any time a child is transported from the School, parents will be asked to sign a permission slip. If we transport the children to a field trip, they will use their own booster seats if parents request. Children must sit and will use seat belts. Before using the vehicle for the first time, children will drill evacuating in the event of an emergency. We cannot have parents drive the children in personal vehicles or ride in the van, but parents are welcome to meet us at the field trip. Staffing, including ratio, group size and qualified staff, will be maintained during field trips. Drivers are qualified according to Colorado law. On field trips, drivers do not stop to run errands or gas up unless there is an emergency. Each van has its own emergency first aid kit, and staff bring emergency binders with class rosters and emergency contact information on each field trip.

_____ __ parent/guardian initials

Field Trips

Our school will occasionally support the current theme by taking field trips. Children may go on field trips to various destinations in our community. Parents may be asked to provide their child money to cover costs of the event. If you do not want your child to attend, you will need to make alternate arrangements for their care that day. If you arrive after the field trip has left the building, your child will be placed in a classroom if one is available, but if one is not available then you may have to take your child home. A permission slip will need to be signed in order for your child to attend.

A permission slip will be provided for any out of school field trips. Any child that does not have a signed permission slip will be unable to attend. The permission slip will include: destination, time out of school, teachers and a spot to indicate if you are interested in helping.

_____ parent/guardian initials

Guidance Policy

In our school, we strive to cultivate positive child, staff and family relationships. We involve parents and our community in our programs as much as we are able. In order to create and maintain a socially emotionally respectful learning and care environment, we implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children. We have developed guidance policies that are designed to provide individual support, including training on and implementation of the "Pyramid Plus" curriculum strategies.

The children who are too young to understand natural consequences will be redirected to an acceptable activity. Older children will be given choices that clearly explain the consequences of their actions. Time outs are not used but children are encouraged to leave the activity or group that is contributing to the behavior that is not wanted. We focus on "term-positive" praising and rewarding children doing something "right" and celebrate their good choices. When an older children make a poor decisions we will give reason to help them understand why a choice was not appropriate. We take these steps to reduce challenging behavior, suspensions and expulsions.

At no time will anyone employed for Little Sprouts Learning School be verbally abusive, bite, hit, pinch, punish with food, embarrass a child in shame, or use any form of corporal punishment. Guidance/discipline will not also be associated with any form of food, rest, or toilet needs.

A guidance plan may be created by the school on an individual basis for a child showing challenging behaviors. When creating a guidance plan, the director, parents and teachers may be involved. Meetings or phone calls will be scheduled as appropriate. That discussion will allow staff to identify concerning behaviors, ask for parent input as to potential causes and information about any observations they have made, and will result in development of an individual plan with goals, resources, and the responsibilities of all involved.

If a safety issue is implicated, parents may be required to pick up their child from the school. The School will do what it can to offer resources and referrals to agencies and organizations that may be of assistance to the child and the family, including early childhood mental health consultants and other specialists.

If a guidance plan is not followed by parents or the child, or if safety or other concerns make the School concerned about the child's continued attendance, the School may disenroll the child. The School will provide two weeks notice if possible, given safety and other concerns.

	parent/	allare	Jian.	initia	-
	Dareniz	Puart	ılalı	IIIIIIIa	5

Parental Disenrollment Policy

Two-week notice required! If you should have to dis-enroll for any reason, please give a two-week notice. Your account will be charged the two-weeks tuition and your vacation time is not able to be applied during your two week notice. The notice must be given in writing.

parent/guardian initia

Professional Development

All staff must complete a minimum of 15 clock hours each year. The trainings must relate in the following areas – child development, health and safety environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity and professionalism. In addition, staff complete CPR, first aide and standard precautions (adult and child) as required. Staff education is reviewed by the School and Child Care Licensing and they undergo detailed background checks. Additional training and professional development include nature curriculum training, study tours and support for teachers' ongoing coursework in Early Childhood Education.

		, 1.	
	narent/	guardian/	inifials
 	Par Crit,	gaar alari	minuals

Personal Belongings

Please do not send your child with money, electronics or something so valuable that it cannot be replaced. Little Sprouts Learning School will not be financially responsible for any valuables sent to school. We will have "Show and Tell" on occasion. Those items may be left in the cubbies until show and tell time. Many items look similar, so those items need to be labeled with the child's first and last name. Items must be approved by teachers in advance to ensure that they are not hazards or chokable. Items may be brought in in a backpack or tote bag.

		, 1.		. • 1
	parent/	'σμardı:	an ini	tials
 	parcity	guaran	411 II II	เเนเว

Media Permission/Photo Permission Form

Parents need to give written permission for their child to watch movies. We do watch movies on occasion on snow days or during summer camp. We do not play any video games and if children bring tablets they will not be used at Big Sprouts. We will take pictures of the children during activities and while learning. Media and photography forms must be signed and are included in the admission packet.

	parent/	GLIDEC	เวก	initial	
	Daleill	יומוע	וומוו	HIIIIai	-

Meals & Snacks

We serve snacks every afternoon at 3:30 to the children and on Fridays we will serve lunch at 12:00 as well. If your child is not here during those times they will miss the snack or meal. Food served will be organic and nutritious including the milk. Due to allergies and sensitivities, our staff will approve any and all food brought in. Our meals are delicious AND they meet your child's daily nutritional requirement for the meal or snack servings. The serving size will be suitable for the child's age and appetite. All meals will be prepared by Little

Sprouts Cook and approved by the local health department. If your child has a food allergy, we need to know so that we can take reasonable and necessary precautions in the classroom and when preparing foods in compliance with the ADA policy herein. We will work with our health nurse and your physician, to ensure your child is continuing to get all the nutrients needed while in our care. We are not a peanut free facility.
parent/guardian initials
Guest Sign In Policy
It is state regulation that any person coming into the facility that is not a parent must sign in at the front desk in our visitor sign in book and show identification. This includes family members that we do not know. If they are picking up for you we will require a form of identification. Former employees are discouraged from visiting because visits are disrupting and can confuse the children. The school has a variety of visitors such as vendors, students from local colleges, State and County employees, prospective family tours and other family visitors. The school reserves the right to deny access to any visitor.
parent/guardian initials
Smoke-Free School Environment
Children will never be exposed to secondhand smoke in the school or vehicle No one is to smoke or vape within 100 feet of the school. If we have a staff member who is a smoker, they will be asked to change clothing before entering a the classroom. All toddler and infant staff will always have protective clothing (smocks) over their home clothes. We ask that parents do not smoke in their vehicles in the parking lot prior to entering the building.
parent/guardian initials
Suspected Child Abuse/Neglect
Our staff are trained as mandatory reporters of child abuse, neglect and maltreatment. If you suspect or know of child abuse, please report to the state of Colorado at 1-844-CO-4-KIDS (1-844-264-5437) or to the local police department.
parent/guardian initials

Complaints

We would appreciate it if you would bring any complaints, compliments or concerns about our services directly to us! We have a no tolerance policy for yelling or cursing in our facility, to our staff, or in front of

any students. If were are not able to communicate with the parents on a professional right to to ask the family to dis-enroll.	level we reserve the
Complaints about a child care school can be made to Office of Early Childhood, Divisi Learning Licensing at 303-866-5948, or 1575 Sherman St., Denver Colorado, 80203.	ion of Early Care and
parent/guardian initials	
Rules and Regulations for a Large Child Care School / Inspection Repor	rts
The official Rules Regulating Large Child Cares can be obtained at the Division of Child Denver Colorado 80203, or at www.cdhs.state.so.us/childcare or	

Little Sprouts Learning School Loves Referrals!

If your family refers another family, we will give you a \$50 discount after the referral has attended 90 days. There is not a limit to how many discounts you can earn! Thank you for choosing our school!