



# Lake Dillon Preschool

and Early Learning Center

*Nurturing a Lifetime Love of Learning*

## PARENT HANDBOOK

Revised August, 2015

## **Welcome!**

The staff and Board of Directors at Lake Dillon Preschool (LDP) proudly welcome your family to our early learning center. We hope that your involvement and investment in our organization proves to be an enriching experience for both you and your child(ren).

## **Our Mission**

It is the mission of our nonprofit family co-op to provide high quality early childhood education in a safe, nurturing, creative and earth friendly environment, while focusing on the emotional, intellectual, social and physical development of children in our community.

## **The Organization**

Your child and your family are members of a non-profit, parent cooperative organization. Parental involvement is required, and essential to the survival and success of our center. In order for Lake Dillon Preschool to function, we need everyone to make a difference by being involved. Together, we can offer your child(ren) the best early childhood education.

## **Philosophy and Objective**

Lake Dillon Preschool's objective is to provide a safe and nurturing environment for each child. It is our goal to focus on the emotional, intellectual, physical, and social needs of our children at their individual levels, according to their developmental progression pattern.

We invite your child into a welcoming, happy, safe, sensory rich and active environment where he/she can learn and grow. Teachers facilitate learning by exposing children to a variety of experiences. Our long-term goal is to be instrumental in your child's life as they learn self-awareness and develop confidence with their own independence. Together, with parents, we will work as a team, and always keep the children's best interest as our highest priority.

## **Program Description**

LDP is licensed by the State of Colorado Department of Human Services, Division of Childcare. Staff qualifications and child/teacher ratios meet and often exceed local and state requirements. In addition to our regular staff, we have medical personnel on call for consultations. Our staff is available to discuss any special needs or concerns you may have at any time.

LDP is a nonprofit, tax-exempt organization that has been in existence since April 1990. LDP opened due to the concentrated effort of local parents to find quality childcare for their children. LDP continues to strive towards excellence in childcare and early education.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a written complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410. To phone in a complaint call 800-795-3272 (voice) or 202-720-6382 (TDD).

## Classroom Description

LDP provides high quality early education and care. We are open between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday except for National Holidays and announced closings.

Our center serves children from six weeks up to six years old, and is licensed for a capacity of 109 children although we enroll based on quality capacity. We are divided into the following programs:

- Lambies: 6 weeks – 12 months and non-walkers
- Munchkins: 12 months and walking – approximately 20 months
- Butterflies: approximately 18 months – approximately 30 months
- Bumblebees : 2.5 years – 3.5 years
- Pandas: 3.5 years – 4.5 years
- Preschoolers: 4.5 years – entering kindergarten

We want to make sure LDP is providing an environment for success for our children. Each child is unique with individual needs, but can be grouped with like-aged peers that are learning similar developmentally appropriate techniques. The best way for children to develop these abilities and to thrive is with a group of children learning the same skills at the same time without much interruption.

We move children in a new classroom based on two criteria: they are developmentally ready and they fit within the age category of the next classroom.

Lambies, Munchkins and Butterflies will have classroom changes more frequently with more emphasis on the child's age, abilities, size, routines and available space.

The cutoff in the school district for Kindergarten is 5 years old by October 1. Children in the Bumblebee, Panda and Preschool rooms are grouped together with their perspective kindergarten class. They will move up each year together as a class rather than based on their birthdate. This will allow the children to develop relationships with each other, classroom routines and a natural progression in their education. Each teacher will be able to create and implement the curriculum as it is intended without back tracking or delays with constant classroom dynamic adjustments.

If you wish to discuss your child's classroom placement, please feel free to contact the Director at any time to discuss your options.

## Parent Volunteer Hours

LDP is able to thrive because of our parent volunteer hours and as an added bonus, research shows that parents who contribute to a school model for their child(ren), which leads to a greater love of learning. There is a 1 volunteer hour per month, per child requirement. Parents may volunteer to help at various events, or perform needed tasks that benefit LDP. If a family would rather donate money instead of their time, the opportunity to purchase gift cards from City market equivalent to \$40 per month can be considered completed service time. Gift cards will be used to purchase items for our food program. Each classroom has a list of volunteer requests and the front desk has a school-wide list as well.

There is a volunteer log located at the front desk. Each month has your child(ren)'s name(s). Please mark your completed volunteer hour next to their name. You may plan ahead and do more than 1 month at a

time. It is your responsibility to record your hours. If your hours are not completed by the last day of the month and you have not made arrangements with the administrative staff, a \$40 per child fee, plus a \$10 per child late fee, will be assessed and added to the next month's tuition. LDP office will do a quarterly audit of volunteer hours. Before a fee is assessed, we will speak to each family individually.

The following are examples of possible LDP volunteer options:

1. Helping at LDP fundraising events: planning, advertising, setting up, working, cleaning up, sending thank you notes, etc.
2. Assisting in the classrooms: reading to children, cleaning, organizing, fixing broken toys and equipment, helping with lunches, nap or break times, or chaperoning field trips, etc.
3. Office work: photocopying, filing, making phone calls, grant writing, any computer help you can offer, etc.
4. Facility maintenance or help with grounds keeping: general fixing, painting, cleaning, shoveling, etc.
5. Board of Directors member or participation in a LDP committee: teacher cheerleaders or fundraisers

If you are not sure where your talents best fit, please see one of the administration staff for suggestions.

You will be required to purchase and/or sell tickets to our major fundraisers. With this, twice a year we will charge \$30 (2- \$15 tickets) to your account just prior to the fundraisers, for a yearly and family total of \$60 in fundraising tickets. We depend on your participation to make these events successful. Parents will be given a minimum of 30 day notice prior to the events.

## **Enrollment Policy**

Enrollment is open to all children regardless of race, color, national origin, sex, age, or disability. We see children as individuals having differences and being unique. We try to serve all the needs of every child. However, we do have a limited ability to serve those children requiring specific special needs.

## **Our Enrollment Procedure is as follows:**

1. Make an appointment with the Director or Assistant Director
2. Visit the center
3. Receive a confirmed starting date and pay your \$50 registration fee
4. Complete and return all registration and enrollment forms

If an immediate starting date is not available, the paid non-refundable \$50.00 registration fee will hold a spot on the waiting list until an opening becomes available.

The standard forms listed below must be completed to enroll your child at Lake Dillon Preschool:

1. Enrollment Record
2. Parent/Lake Dillon Preschool Contract
3. Authorization Form
4. Health Form & Immunization Records: Lake Dillon Preschool is required to follow the State of CO health dept. guidelines regarding immunizations. This requires families with children, under the age of 2, to update their health forms, including immunizations, at 3 months, 6 months, 9 months, 12 months, and 18 months of age. After one year families are required, by law, to update their health

forms and immunizations annually. If these requirements are not met after 30 days of enrollment the child will be excluded from childcare. Thank you for your cooperation.

## Withdrawing Your Child

To withdraw your child from the center, you will need to provide us with a minimum of 2 weeks' notice, but request as much advance notice as possible. We are unable to give a refund for any advance payments. Please provide us with your reason for withdrawing your child if you feel that it will help us improve our services.

LDP reserves the right to un-enroll any child/family who presents a risk to the health, safety, or well-being of other children or staff, or any child/family whose needs cannot be met in our program.

Refusal or inability to follow our policies may also result in un-enrollment. If you withdraw your child and then choose to re-enroll, you must pay the \$50 registration fee.

## Scheduling Policy

Schedules will be set up on a permanent basis. Your child will have to be enrolled for the same days each week, either full-time (3 - 5 days a week) or part-time (1 -2 days a week).

1. Sick Days/Cancellations: You will be charged for the same number of days each month, regardless of whether or not your child attends. You may not switch a sick day or vacation day for a non-scheduled day without paying a fee. Depending upon availability, switching a day may be possible for \$20 switch fee. Switching a day must be done within a 30 day period before or after your cancelled day. You can also add a day if you need care on a day your child is not regularly scheduled to attend. Adding is based on availability. You will be charged for any added days based on the daily rate you pay for your child's regular schedule. Please understand LDP has to schedule staff and maintain a successful business budget. Therefore, regretfully, we cannot absorb the cost of switching or adding days.
2. Holidays: LDP will be closed on the following holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and two days at Christmas. Every month you will be charged the same amount, regardless of how many weeks are in that month, or if there is a holiday or closure. You may switch a holiday with another day for the \$20 switch fee based on availability. If any of these Holidays fall on a Saturday, then LDP will be closed the Friday before; if they fall on a Sunday, then LDP will be closed the following Monday.
3. LDP will be closed two days a year for staff in-service days. Parents will be given a minimum of 30 days' notice so they can make alternative arrangements for childcare. Parents are given a free switch day if they were enrolled in care for the in-service day based on space availability.
4. Schedule Changes: We need to have a minimum of two (2) weeks' notice for any schedule changes made and turned in on the schedule change form located at the front desk. Any schedule change requests are based upon availability. If we are unable to meet your requests, we will notify you to discuss other options. If you cannot provide 2 weeks' notice, then you must get approval from either the Director or Assistant Director and if the request is possible you will need to also fill out and return a change request form.
5. If you are reducing your days permanently, we require at least 2 weeks' notice. You will be charged your current rate and then your new rate will go into effect after 2 weeks or at your new desired schedule, whichever is furthest away.

6. To ensure the best possible experience for your child at Lake Dillon Preschool, we follow the recommendation of licensing that your child is not in childcare for more than 50 hours per week.

## Arrivals and Departure

Families dropping off and picking up their children must follow these procedures.

1. LDP is a secure facility and you must have a code to get in through the front door. Please do not give your code out to anybody, if an emergency contact is picking up your child, there is a doorbell that they can ring and a Director will check ID of anybody entering the building. This code will be changed periodically to ensure security.
2. You are required by Federal Law to sign your child in and out each day. Parents also need to understand that LDP will not assume responsibility for children if they have not been signed in when they arrive. Once a child is signed out they are no longer LDP's responsibility.
3. When dropping off your child, it is the parent's responsibility to ensure that their child is left with a teacher or other staff member. You should make time at drop off to discuss your child(ren)'s prior sleep, eating and current mood, so that the teachers are prepared to provide the best experience for your child(ren).
4. Although we open at 7:00 am we do not have staff in each classroom at that time. Please note that in the early morning or late evening, your child may not be left or picked up from their actual classroom. We will have at least one staff member on site at 7:00 a.m. Our daily curriculum begins at 9:00 am. Please be prompt with arrival, or call if your child is going to be later than 9:30 am. If you are canceling for the day, please call by 10am to inform the staff. This allows for our teachers to adjust their curriculum and plan their day accordingly.
5. Please sunscreen your child daily.
6. LDP is licensed to operate 11 hours a day. Your child must be picked up and out of the building by 6:00 pm. Children who remain after closing time are subject \$1 per minute late fee until picked up. If you wish to discuss your child(ren)'s day with the teacher, please arrive by 5:45 pm to allow for adequate time.
7. If a child remains at LDP past 6:15 pm, we will attempt to contact you and your emergency contact persons. If you and your emergency contact persons are unable to be reached, we will then notify the Summit County Police Department and Social Services after 6:30 pm.
8. Your child will be released only to you as parents or to persons for whom we have prior written or verbal authorization. If someone other than a parent will be picking up a child and this person is not included on your approved pick-up list, please put this person's name and your permission in writing with your signature. Then give it to your child's teacher and one of the Directors. Please let this individual know that they will need a photo ID when picking up your child.
9. Please check your family file, which is located at the front desk, on a weekly basis. The files are in alphabetical order by last name for the entire school.

It is important that you make yourself aware of LDP happenings. Please read the e-mails, newsletters, bulletin boards, foyer board your family file and curriculum calendars. Most importantly, feel free to talk with any of the staff or board members about concerns, comments, or suggestions.

## **Children Who Arrive Late**

If a child arrives after their class has left the building on a local field trip/walk that child will be placed in either the next older or younger group of children, depending on ratio requirements. A child may also be supervised by the director in the office or at the front desk if classroom space is not available. The child will rejoin his/her class upon return. You may also opt to find your child's teacher out in the community and drop them off with their class.

## **Television Viewing**

Generally, we do not use television or videos as part of our regular curriculum. There may be special learning occasions when a teacher may choose to show something that would follow an interest a child may have. You may also see the viewing of television for a party, special occasion, or a rainy day.

## **Field Trips**

We enjoy giving children the opportunity to learn about the community by providing exciting recreational and educational field trips. You will be notified in advance of all large trips, however, occasionally on a nice day, the teachers may decide to take a walk or visit a nearby park unannounced. Responsible adult supervision is provided for these excursions at all times. We have strict field trip procedures that we follow to ensure the safety of your child(ren) on these outings. Permission for your child to participate in these field trips is part of your enrollment packet, but you will be required to authorize each large field trip in order to have your child participate. There may be occasions when an additional fee or sack lunch from home may be required. Good walking shoes are recommended for all field trips.

## **Emergency Procedures**

In case of an accident or emergency, we will attempt to contact all parents immediately. It is imperative that we always know how to reach you. If we are unable to contact a child's parents, the emergency contacts in your child's records will be called. Every effort will be made to locate parents or emergency contacts before emergency action is taken. However, if it is not possible to locate someone, the parent or guardian will accept the expense of emergency medical treatment or care. We must have up-to-date emergency contact information for your child, including parents' contact numbers, emergency contact numbers, and any other pertinent information.

Please be aware that risks exist under any properly supervised care. Parents and children will participate at their own risk and shall not hold Lake Dillon Preschool's employees or contractors responsible for any injury, loss, damage, or cost of liability resulting from such care.

## **Filing a Complaint**

If you have any concerns about Lake Dillon Preschool and need to file a complaint please address your complaint in this order:

1. Director, Assistant Director or Board Member
2. Social Services (970.668.4100) P.O. Box 869, Frisco CO, 80443
3. State Department of Human Services, 1575 Sherman St. Denver, CO 80203

## School Closures

### Weather Related

If the Summit County School District closes due to extreme weather conditions, Lake Dillon Preschool will open but on a two hour delay. The school will open at 9:00 am. Weather will be monitored throughout the day and if it is determined that students need to go home early, parents will be notified of the time LDP will close. LDP staff will remain on duty as long as necessary to care for your child but it is parents' responsibility to ensure students are picked up within a reasonable time once they have been notified of a closure.

Please check with Denver TV stations, local radio station KRYSTAL 93.9 FM and Summit County Alert ([www.SCAalert.org](http://www.SCAalert.org)) for Summit County School District closure announcements. **LDP will not make a separate announcement.** Parents will also be notified through email. Please call the school if you are unsure of a closure.

### Other Closures

If there is a power outage or a building emergency that affects our ability to maintain a safe and/or sanitary environment for our students, parents will be notified that LDP will close early and not reopen until the emergency situation has been corrected. LDP reserves the right to close as needed for severe weather conditions.

## Behavioral Management Policy

Children need limits to help them learn and become self-directed in their behavior. Each child is unique and positive discipline is handled individually depending on the child and circumstances. The following techniques may be used by teachers as behavioral management tools to enhance a child's knowledge of acceptable behavior: provide alternate choices, assist in problem solving, ignore small disputes, redirect and/or provide "cooling-off periods." Harsh or corporal punishment will not be allowed. Consistency is an important part of creating behavioral guidelines, thus a joint effort is needed between parents and teachers.

## Biting

Experts in the field of child development tell us that biting occurs primarily because of a child's inability to communicate. Many young children are not yet verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

When a child bites, the following procedures will occur:

1. The child receiving the bite will be comforted and the bite area cleaned with soap and water to prevent infection. A bite report will be filled out and the victim's parents will be notified and required to sign that report. The signed report will then be placed in the child's file, and the parent may have a copy upon request.
2. The biter will be redirected to a more appropriate activity. The biter's parents will be notified of the incident, and a bite report will be filled out for their parent to sign. The signed report will be placed in the child's file and the parent may have a copy upon request. The teacher(s) will then carefully assess the classroom environment to minimize frustration for this biting child. The teacher(s) will also discuss the information with the biter's parents to determine ways to correct this behavior. This child will then be closely supervised and informed that biting is not OK. All attempts will be made to keep the identity of the biter confidential. Most children stop biting soon after these

actions have been taken. For those children who continue to bite, a meeting between the family, teacher(s) and Director will take place to create a behavior plan. All attempts will be made to correct the actions with the last resort being probation of the child from the school.

\*Biting is natural at 1 and 2, unusual at 3, and unacceptable at 4. However, we recognize that children develop at individual levels and at different ages. Each biting incident will be addressed on a case-by-case basis.

## Denied Admission

A child may be denied admission, suspended, or expelled under the following circumstances:

- Failure of child's parent(s) to abide by the policies and procedures set forth by LDP Board of Directors and stated in the Parent Handbook.
- Failure of a child's parent(s) to pay for their childcare on time, in full, each month. (Unless other payment arrangements have been set up by LDP.)
- Continued disobedience from a child and/or persistent defiance of LDP's staff.
- A child whose behavior is determined to be detrimental to the welfare and safety of other children or LDP's staff.
- A child who lacks the proper required immunization and health records.
- A child who does not meet the age requirements.

The staff and board of directors take each of these items very seriously; please contact one of us if you have any questions.

## Reporting of Suspected Child Abuse or Neglect

It is our intent to build a partnership with parents to help them provide the most suitable environment possible for children. Toward this goal, we have many resources and referrals available to parents, upon request. It is important for parents to be aware that state laws require that we report all incidents of suspected child abuse or neglect be reported to the appropriate agency. It is the responsibility of that agency to investigate each reported case.

## Payment Policy

Payment for childcare services must be made in advance. You will be billed on a monthly basis and must pay in advance for each month. Payment is due the first day your child attends for the month. If payment is not made by the fifth (5th) day of the month and a payment plan has not been arranged, a \$50.00 late fee will be automatically charged to your account. If your account is still delinquent at the start of the following month, your child will be unable to attend until the account is brought current. LDP is not required to hold your child's spot; non-payment may result in termination.

LDP accepts Visa and Master Card payments; however we are responsible for paying the credit card fees so we prefer payment by cash or check. We are able to set up an automatic payment by charging your credit on our designated day of the month. Please see the Director or Assistant Director with questions, set up a payment, or set up automatic payment plan.

Delinquent Accounts: If you should un-enroll from Lake Dillon Preschool without paying your bill in full, LDP will attempt to contact you once by phone and once by mail. If you do not respond with payment within one month, your account information will be sent to collections, and you will be responsible for the collection agency fees.

Financial assistance is available to those who qualify. Please inquire with the Director or Assistant Director about the application process.

## Health Policy

LDP is licensed to provide well childcare. As such, our staff is trained to monitor each child throughout the day for signs of sickness or depleting health. In order to maintain a healthy environment all persons within the center must be healthy. Teachers are expected to alert administrators, who in turn contact parents with any health concerns. Your child will be sent home, and must be picked up within one hour of initial parent contact for the following symptoms:

1. Fever of 100.1 degrees or above.
2. Vomiting
3. Three diarrhea episodes in one day
4. Symptoms of a communicable disease (i.e. hand-foot-mouth, chicken pox, pink eye, etc.)
5. Complaints of a sore throat
6. Concerning discharge from ears, eyes or nose
7. Unusually fussy, cranky, tired, or generally not normal behavior that prevents your child from participating in daily activities.
8. Persistent cough
9. LDP and/or public health has discretion to determine if there are other health reasons that may determine whether it is appropriate for your child to be at the center.

Your child must be free of fever without medication for at least 24 hours and have no vomiting or diarrhea for 48 hours before returning to LDP (a doctor's note may be required to re-admit your child). If any of the above symptoms occur while your child is already at LDP, you will be contacted immediately and be required to pick up your child within one hour.

If you are concerned about your child going outside during his/her class's scheduled outdoor time, he/she should not attend childcare. Exceptions and alternate arrangements cannot be made on an individual basis. Weather permitting, all children 18-months and older will go outside everyday! Please dress your child appropriately.

Notify the director immediately if your child has contracted a communicable disease, so that the other parents can be notified. Your child's name will remain confidential; however, we are required by state childcare regulations to post exposure to these diseases.

A copy of , *Health Guidelines for Daycares and Schools*, provided by the Summit County Nursing Office and the Summit County Board of Health is available at the front desk if you would like a copy or would like to view it.

## Medication

We have trained staff to administer all medication at school. Medication (anything treating a symptom) Including Tylenol, Children's Ibuprofen, Neosporin, Orajel, etc. will only be administered to children at LDP under these conditions:

1. All medication must be in the original container bearing pharmacy label.
2. Prescription note from the doctor is needed for all medication given.
3. Parents and physician must sign and complete our Medical Authorization Form.

If your child has a severe allergy requiring an epi pen or inhaler, an allergy plan must be in place (designed by

your doctor) and the medication must remain in your child's classroom in order for your child to attend care.

## **Nutrition Policy**

We are committed to providing a healthy environment for your child, this includes providing nutritious food at snack time, and promoting good eating habits throughout the day. LDP will provide a morning snack offering a variety of two of the following food groups a day: fruit, vegetable, grain, dairy and protein. We ask that you support our nutrition policy by providing a well-balanced lunch and afternoon snack. The USDA recommends that half of your child's plate consists of fruit and vegetables; the other half should be grains and protein. Dairy should be low fat or 1% milk. For more information, please visit [www.choosemyplate.gov](http://www.choosemyplate.gov). Please do not pack gum, candy, soda pop or energy drinks such as Gatorade. We will not serve these items to children in our care. Children will not be forced to eat, or punished/rewarded on the basis of food. Eating will be viewed as a social experience, relaxed and conversational. It is important that you advise the staff of any dietary restrictions, food allergies, or medical conditions your child has. At lunchtime we will attempt to encourage your child to eat his/her "good food" first, so please help us by packing as many healthy choices as possible. Please restrict "sweet treats". If you do not provide a nutritious lunch, we are required by the state to do so, and will charge you our "lunch bunch" fee for the lunch that we have to provide.

LDP offers a lunch bunch program for our children in the Munchkin room and older. This program is voluntary. The cost is \$3.25 for children in the Munchkin and Butterfly rooms and \$3.75 for children in the Bumblebee, Panda and Preschool classrooms. The lunch bunch program provides a hot lunch with a grain, protein, fruit, vegetable, milk, water and an afternoon snack prepared in house daily. If you wish to participate, you will need to complete a menu request prior to the month and you will be billed in advance for your participation days.

## **Potty Training Policy**

Our approach towards potty training is one of positive reinforcement and encouragement. Potty training is a learning experience just like learning to ride a bike. Children are not punished or shamed into using the toilet. By age 3.5 years, most children no longer require diapers and use the toilet regularly. If you desire to bring Pull-Ups we ask that you bring the kind with the Velcro sides. Cooperation between parents and teachers is essential for potty training to be a successful, positive learning experience for the child. Please realize that it is not the responsibility of LDP to potty train your child. We will make every possible attempt to support the potty training process but it is our belief that an "accident" is something that happens occasionally. If a child requires a change of clothes multiple times in one day, he or she is not ready to be wearing underwear on a regular basis. Please try to be patient and understand that potty training may be a long and challenging process.

## **Classroom Policies**

It is important for some children to bring one "transitional" object (snuggly, blanket, and/or a stuffed animal) from home. We recognize and welcome this need. We would prefer that this item be brought out only at naptime. Please be aware that sharing personal toys is difficult for young children, and we cannot take responsibility for any items brought to LDP that get lost or broken.

We ask that no guns, swords, or other inappropriate toys or items be brought to LDP, as these toys are often associated with aggressive play. We have plenty of appropriate toys at our center; please do not bring your child's toys to school.

Please bring the following to Lake Dillon Preschool everyday:

1. Labeled lunch and snack if not participating in the lunch bunch program
2. Labeled bottles with breast milk and/or formula (if in the lambie room)
3. Labeled sippy cups, water bottles or cups with straws or lids (depending on classroom) with milk, water, or smoothies. Please note licensing does not allow bottles to be used in classrooms with children over the age of 1 years old.
4. A clearly labeled set of extra clothes (including a shirt, pants, underwear, and socks).
5. Clothing that is appropriate for indoor and outdoor play. We go outdoors each day, even in the winter. Dancing, painting, and toileting are all easier if your child is dressed in easy, comfortable, wear and tear clothes. Sneakers or other closed toed shoes are the best protection for your child's feet. If your child wears open toed shoes, please bring a pair of closed toed shoes for playing outside and going on walks/field trips. In the winter, slippers are acceptable for indoors, but a separate pair of winter boots for outside is required.
6. Infant and toddler parents are required to bring diapers/pull ups and wipes. It is best to bring in an amount that can be stored. We are required to change diapers every 2 hours or more frequent if we smell something different. We will notify you when your child is close to running out of either.
7. In the cold weather months (October – April) it is required that all children over 18-months of age have waterproof winter outside play clothes everyday! This includes waterproof boots, coat, hat, mittens, and snow pants.

Please make sure all items are labeled.

## **Picture Policy**

On occasion, pictures may be taken by LDP staff, professional photographers, and/or local newspaper personnel. If you do not want pictures of your child taken, you must notify LDP staff in writing. These photos may be used on our website, Facebook page and all of our print advertising.

## **Transportation Policy**

LDP Staff often take children on walking or strolling excursions (walks, picnics, trips to the park and field trips) away from the center. Parents agree to let their children participate in these events without specific prior notice. Parents will be notified prior to any large extended field trips. In most cases, LDP will rent a contracted bus for transportation on extended field trips or use Summit Stage, but occasionally parent driven vehicles will be used. In case a vehicle breaks down LDP parents and teachers must always travel in pairs. There must always be two adults in a vehicle in order to cover ratios in the vehicle and in the event of an emergency. If a vehicle breaks down the other car(s) will stop as well. The vehicle that is working will take its passengers to a safe place to wait with the other teachers/parents, then continue to go back for the other carload of people until everyone is safe and together. Once everyone is safe and together the staff will start contacting help and the LDP facility. In the event of an accident, each car will have copies of authorization forms and parental contact numbers. These forms will be used once we reach the emergency facility to inform all parents/guardians.

## **Visitation Policy**

LDP maintains an open door policy for parents and visitors at any time LDP is in operation. Visitors must sign in and have a picture ID. LDP does retain the right to exclude anyone who, in LDP sole opinion, is not

entitled to be present, or would be a threat or danger to the children.

## **Special Needs Children**

No child will be refused enrollment due to disability. We are more than happy to work with parents, doctors, therapists, and specialists to accommodate a child with special needs. However, we have limited resources and are unable to find a personal aide for a child. In some cases, LDP may not be the ideal place for a child with special needs, but we will assist the parents in finding alternative care.

## **Parent /Teacher Conferences**

If a parent or teacher feels that a conference is necessary it may be set up during naptime or at the end of the day. All necessary teachers from the class will attend as well as the director or program and curriculum specialist. We would prefer both parents be involved. The child will be taken care of by another available teacher, and may not attend the conference, unless invited to do so. LDP will conduct conferences twice a year for each child.

## **Lake Dillon Preschool General Curriculum Policy**

The staff at LDP is committed to making your child's experience as pleasant as possible. Our combined knowledge and age appropriate education is the basis for our actions and planned curriculum.

We are constantly improving and changing our programs to meet the needs of our children. We hope that you as parents support our efforts and will work with us, as a team, to achieve our goal of a successful developmentally appropriate program.

## **The Creative Curriculum for Early Childhood**

*Creative Curriculum* is the nationally recognized standard curriculum, which LDP formally adopted on March 1, 2003. If you have any further questions please go online at Creative Curriculum (include website) or ask LDP's administrators and teachers.

## **Our Curriculum Philosophy**

The philosophy behind our curriculum is that young children learn best by doing. Learning is not just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). The primary occupation of most young children is play. Play is the mechanism through which children learn and form the basis for all future learning; it is a child's way of making sense of the world and resolving issues in their lives. It is early childhood care and education at its best. Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for mathematical concepts). Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

## **The Goals of Our Curriculum**

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident,

inquisitive learners. We are teaching them *how* to learn, not just in preschool, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies goals in all areas of development:

- **Social:** To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- **Emotional:** To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** To help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

Please see the Director to acquire additional information about this program.

### Lake Dillon Preschool Family and Child Survey

Child's name \_\_\_\_\_

Place of employment and job description (Parent #1): \_\_\_\_\_

\_\_\_\_\_

Place of employment and job description (Parent #2): \_\_\_\_\_

\_\_\_\_\_

Family Hobbies: \_\_\_\_\_

\_\_\_\_\_

Favorite thing about your child: \_\_\_\_\_

\_\_\_\_\_

Goals you are or want to work on with your child: \_\_\_\_\_

\_\_\_\_\_

Describe your child when they are happy: \_\_\_\_\_

\_\_\_\_\_

Describe your child when they are not happy: \_\_\_\_\_

\_\_\_\_\_

Does your child have a favorite comfort item or routine: \_\_\_\_\_

\_\_\_\_\_

Anything else the school should know about you or your child: \_\_\_\_\_

\_\_\_\_\_

Please indicate below any interest you may have in participating in the following:

Fundraising

Teacher Cheerleader

Board of Directors

Please return this completed form with your Enrollment Packet.

Thank you and welcome to our school!

### Lake Dillon Preschool and Parent Contract

I/We hereby agree to comply with the policies and procedures put forth in the Parent Handbook of Lake Dillon Preschool regarding payment, enrollment, health, volunteer time, scheduling, and all other items specified.

Please be aware that risks exist under any properly supervised care. Parents and children will participate at their own risk and shall not hold Lake Dillon Preschool's employees or contractors responsible for any injury, loss, damage, or cost of liability resulting from such care.

Lake Dillon Preschool agrees to update parents in writing if there are any changes in the policies documented in this Handbook.

---

Child's Name

---

Date and Parent Signature

---

Date and Parent Signature (optional)

Please read and sign this agreement and return it with your Enrollment Packet.