
Little Imaginations Early Learning Center

Family Handbook

2026-27 School Year



Revised 06/05/2026

WELCOME

Dear Family,

I would like to welcome you to Little Imaginations Early Learning Center is based on the philosophy that children learn in an interactive, positive social emotional environment that provides developmentally appropriate activities for your child's age. We look at each child as an individual that may require different strategies for their learning style. We implement Creative Curriculum in the daily schedule of the children and utilize the Teaching Strategies Gold Assessment system so we can give your child the best learning opportunities based on his or her needs. Our program is like a home and it is a place where children can be comfortable with small ratios for better child school readiness outcomes. We are fully licensed program under the laws of Colorado. All laws and regulations pertaining to the providing of licensed child care will be followed. No child shall be discriminated against because of race, religion, or handicap.

Thank you for choosing Little Imaginations Early Learning Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Brittany Hasemann (Owner/Director)
Lani Stewart (Director)
Little Imaginations Early Learning Center
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License #1738239

TABLE OF CONTENTS

Philosophy.....	1
Mission.....	1
Certification for Director/Owner.....	1
Hours of Operation.....	1
Holidays.....	1
Admission & Enrollment.....	2
Inclusion.....	2
Non-Discrimination.....	2
Family Activities/Parent Advisory Committee/Policy Council.....	3
Confidentiality.....	3
Staff Qualifications.....	3
Child to Staff Ratios.....	3
Communication & Family Partnership.....	4
Open Door Policy.....	5
Publicity.....	5
Curriculum & Learning.....	5
Learning Environment.....	5
Curriculum & Assessment.....	5
Outings & Field Trips.....	5
Transition.....	6
Transition from home to Little Imaginations Early Learning Center.....	6
Transition to elementary school.....	6
Transition for before/after school care.....	6
Television Time/Videos.....	6
Electronic Media.....	6
Multiculturalism.....	6
Celebrations.....	6
Rest Time.....	7
Toilet Training.....	7
Guidance /Expulsion policy.....	7
General Procedure.....	7
Challenging Behavior.....	7
Physical Restraint.....	8
Notification of Behavioral Issues to Families.....	8
Tuition and Fees.....	8
Payment.....	8
Late Pick-up Fees and tardy or late drop off.....	8
Special Activity Fees.....	9
Late Payment Charges.....	9
Returned Checks/Rejected Transaction Charges.....	9
Additional Fees Credits.....	9
Attendance & Withdrawal.....	9
Absence.....	9
Vacation.....	10
Withdrawals.....	10
Transfer of Records.....	10
Closing Due to Extreme Weather.....	10
Drop-off and Pick-up.....	10
General Procedure.....	10
Cell Phone Usage.....	10
Authorized & Unauthorized Pick-up.....	10
Right to Refuse Child Release.....	12
Personal Belongings.....	13

What to Bring	13
Cubbies	13
Lost & Found.....	13
Toys from Home	13
Nutrition	13
Foods Brought from Home.....	13
Food Prepared at Little Imaginations	14
Food Allergies	14
Meal Time.....	14
Infant Feedings	14
Toddler Feedings.....	14
Health	15
Immunizations	15
Physicals	15
*If physical reports are not given to us on time, there may be a possibility that your child cannot return to the program until it is given to us.	15
Oral Hygiene	15
Illness	16
Allergy Prevention	16
Medications	17
Communicable Diseases	17
Safety	17
Clothing	17
Extreme Weather and Outdoor Play	18
Communal Water-Play	18
Injuries.....	18
Biting	18
Respectful Behavior	18
Smoking	18
Prohibited Substances	19
Dangerous Weapons.....	19
Child Custody.....	19
Suspected Child Abuse.....	19
Emergencies-Emergency Disaster plan is attached to handbook	19
Lost or Missing Child.....	19
Fire Safety	19
Pest Control	20
Emergency Transportation	20
Our Policies and procedures	20
Family Activities	18

ABOUT US

Philosophy

We believe that all children have different learning styles and our center is a comfortable and safe place for your child to explore and learn in their own way. We believe activities in a nurturing environment that provides developmentally appropriate practices and positive interactions based on early childhood educational research. These children are part of our family when they arrive at Little Imaginations Early Learning Center. Activities are based on a daily schedule with collaborative communication to families about their child. We focus on fine motor, large/gross motor, cognitive, and social emotional development of your child.

Mission

In our program we want each child to be successful for school as they leave Little Imaginations. We strive to support children to have independence skills, confidence, and a love for learning.

Certification for Director/Owner

Brittany Hasemann:

Early Head Start Program and Child Development Associate Certification March 2017

I have taken the Expanding Infant and Toddler Training enrolled in 101,103,113,114 EDEC

I am currently a Tier 2 in Colorado Shines

Directorship in progress

Lani Stewart:

Director Certification-2019

Child Develop Associate Certification-2016

Expanding Quality Infant Toddler Certification-2010

Over 14,000 hours in a child care setting

Hours of Operation

Child care services are provided from 7:00 AM to 6:00 PM Monday through Friday.

Infant Room hours are 7:00 am-4:30 pm, Monday-Friday

We provide full day full year through summer child care and education services.

Holidays

We are closed for certain holidays: Christmas, New Year's Day, and Thanksgiving. If you are scheduled to be here on a holiday, you are still required to pay for this day.

There will be early closings on New Year's Eve and scheduled Teacher Work Days throughout the school year to be announced.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee of \$40.00 paid prior to your child's first day of attendance. We offer online enrollment at this time. This process will occur through an email invite from littleimaginationcenter@gmail.com. Once you receive the invite you will enter a personal code. Online information serves as your application. You will be required to get a signed physician's health report for your child. We will attach a handbook to the email but you are welcome to have a hard copy at the Little Imaginations Early Learning Center.

An enrollment fee of 40.00 is due at the time of enrollment. This fee is non-refundable.

This fee is utilized for various supplies for the whole program.

Based on the availability and openings, our facility admits children from newborn to 5 years of age.

Our process for introducing children to our program is:

- You will receive a family handbook and application as well as other required paperwork
- You will be given a tour of our program where the children are licensed to attend
- You will have an opportunity to fill out a questionnaire that will help me gain more insight about your child. This is called a child intake form.

There is also a \$15.00/month activity fee for every child that attends. This covers field trips and special activities that occur throughout the year.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need, please provide us a copy of your child's ISFP or IEP from health or school services. Remember, you are the expert of your child and it will be important to share information, assessment, or development so I can be prepared to give your child the most optimal learning experience here at Little Imaginations. Early Intervention Services will help us through any referral process to make it smooth for your child. It is important to follow through during a referral process to Strive or to Child Find depending on your child's age. Screenings in five areas of development occur. The Early Intervention Colorado Program will help your child reach outcomes by working together.

Inclusion

Little Imaginations Early Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. A referral policy is in place to help identify your child's needs for their development and community resources for your child.

Non-Discrimination

At **Little Imaginations Early Learning Center** 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.

Family Activities/Parent Advisory Committee/Policy Council

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. Monthly Family meetings at **Little Imaginations** may be a fun get together, or a quick Table Display that gives resources that might benefit your family. In January 2019, we are proud to announce that our Parent Advisory Committee to support our program as we grow and make decisions for that are in the best interest for children, families, staff, program, and community. These meetings will be conducted on a quarterly basis. Opportunities to participate on the Early Head Start Policy Council are available and would benefit your engagement to our organization.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Teacher	Child Development Associate Certification	2 years
Teacher Assistant/ Aide	State guidelines for assistant FCC	1 year

Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. All staff must have CBI, FBI, and Trails background clearance before working at my program. All staff must be background checked with the above clearances every five years.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Little Imaginations**

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness. We maintain the following standards for child to staff ratios:

Staff to Child Ratio Maximum Capacity for Room Licensing
Infants 1:4 - Toddlers 1:5 - Preschool 1:8 - PreK 1:12

Communication & Family Partnership

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day or on the Early Learning Ventures Kiosk Parent Messages

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, staff changes, holiday closing dates, announcements, etc.

Newsletters. Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Parent Resource Room. Our parent resource room provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

Family/Home Visits. Family participation is encouraged. Visit our classroom, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must sign in while on premises and sign-out upon leaving.

Family Engagement We have family outings throughout the year. These outings include snacks, drinks and fun filled age-appropriate activities for families and will be at the center or another place appropriate for children. Family outings allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families or to have an opportunity to grab a resource or information from the meeting.

PAC (Parent Advisory Committee) the PAC is a time we meet quarterly to discuss and brainstorm events, curriculum, resources that we will share in decision making for our program for each program year. We would like input and ideas to help me make my program the best it can be. Our first PAC will occur in October 2020 for Little Imaginations Early Learning Center. We encourage families to be a part of some decision making in our program.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns. Two parent conferences are required per year with CPP contracts. My Teaching Strategies assessments will be shared for CPP. All children in our program will have parent teacher conferences.

Home Visits Children enrolled in the Colorado Preschool Program, we require two home visits per year. This is an opportunity for us to get to know your child on a personal basis in his own environment. Often, children love to show us their books, their room, pets, toys, and a nice pleasant experience for all! IF you are not comfortable at your home, the home visits can take place in a different area too! We are currently enrolled in the Backpack Literacy Program which is a great bridge from Little Imaginations to your home.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times. You are valuable to us and we welcome parent participation and input in our program.

We will always do our best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity. We will have a photo and media release for you to sign upon enrollment.

CURRICULAM & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others. Creative Curriculum, Pyramid Model and the environment based on ITERS, ECERS, and CLASS tools are implemented on a daily basis.

Curriculum & Assessment

Little Imaginations Early Learning Center uses the Creative Curriculum, Pyramid Model and Teaching Strategies Gold Assessment system. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in on the Little Imaginations Bulletin Board and in the monthly newsletter.

Outings & Field Trips

Weather permitting; we conduct supervised walking trips around the neighborhood and to the park. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package for blanket coverage on walking trips. All staff/volunteers in field trips must be fingerprint background checked to participate.

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. We have policies and procedures in place for active supervision as to where children are at during all times.

Transition

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

Transition from home to Little Imaginations Early Learning Center

Prior to your child's first day, you will have an opportunity to tour our program, meet with your child's peers and teachers, and Directors. Please feel free to share information and communicate any anticipated concerns. At this time please share the best communication methods that we may use to reach you.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school. We provide an end of the year graduation ceremony and family potluck/picnic and some great transition meetings as we near Kindergarten!

Transition for before/after school care

At this site, we are not licensed for school before or after care.

Television Time/Videos

Our normal daily routine does not include television watching, but from time-to-time, we may play a short children's program no more than one hour per week as a transition or education learning activity for our preschool children.

Electronic Media

Electronic Media are limited to 15 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content. We strive to discourage video, television, or media except in the case of educational content.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. These will be announced in the monthly newsletter and bulletin board as well as the ELV Kiosk Parent Messages.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs.

After lunch, all children less than 5 years of age participate in a quiet rest time at a minimum of 20 minutes. Children are not required to sleep and may be given quiet activities. For children who do not want to rest, a space and time for quiet play will be made available. Each child will need to bring a labeled crib sheet and only small travel pillows to prevent cross contamination. A light blanket that go in their cubby and brought home at the end of the week to be laundered. All toddler laundry is washed and dried daily. Soiled clothing will be placed in a contained area with your child's name on it.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE /EXPULSION POLICY

General Procedure

Little Imaginations Early Learning Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

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. The steps that we use to prevent expulsion include:

- Positive or Pyramid Model Strategies (Re-direction)
- Conflict resolution strategies and techniques
- Observation notes to share with family
- Action Plan to support behavior
- Intervention from comprehensive/community resources
- We make every effort to prevent expulsion through these steps and at this point we would transition your child to another program that fits his/her needs.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at [school] has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or 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. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

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. See guidance and expulsion policy.

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.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Enrollment Agreement*. Rates are as follows: 6 weeks-18 mo. \$70.00/day, 18 mo.-3 years \$63.00/day, 3 years and up \$54.50/day.

There is also a \$40.00 enrollment fee.

Late Pick-up Fees and tardy or late drop off

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of \$1.00 per minute will be assessed beginning at 6:00 PM and will be due upon arrival or before your child returns the following day. We ask that all children arrive no later than 10:00 a.m. Unless you have arranged this with Director. We encourage that families utilize a consistent school schedule for your child. If you do not arrive at the center within the scheduled time, the Director will be contacting you and would like to know the reason for absence (Sick, vacation, no work day, etc.) so Director can document this in our kiosk CORE system for attendance.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip. There is a \$15.00/month activity fee for each child as well.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of will be added for each day that it is late. If your account has not been paid in full within business days, your child may be discharged from the program.

If payment is more than business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Additional Fees Credits

- **Vacation** - to retain your child’s spot during vacation, of your regular tuition is due. Vacation days can be used if written notice is given in advance for the days the child will not be in attendance. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.
- **Withdrawals** - if a child is suddenly withdrawn from the program without a week written notice of withdrawal, a week tuition fee may be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

Credits & No Credits

- **Credit will be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of the child’s doctor, the absence is considered excused. A written doctor’s note is required to receive a credit.
- **Credit will be given for Sick Days** – there are credits for sick days. Sick days are considered in determining tuition and are refundable.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will be credited for that day.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 10:00 AM, please call me. We will be concerned about your child if we do not hear from you. If a school age child will not be attending before or after school care, please notify us at,

Vacation

Vacation days only apply if your child is normally scheduled to attend on those days. Each child is given 5 vacation days each calendar year.

Withdrawals

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in additional fees.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally. If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, and loss of water) prevent us from opening on time or at all, notification to the families will be announced on social media/radio/text/or email.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 7:00 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in. All families must sign in and out at the kiosk. It is a Colorado State Child Care licensing regulation and I could lose my license if this is not done on a daily basis. Families with infants must use the door assigned to infant room.

We close at 6:00 PM, our infant room closes at 4:30 pm daily. Please allow enough time to arrive, sign your child out, and leave by closing time. If you are late the first time, a verbal warning is given. If you are late the second time it will be 1.00 per minute in which after 30 minutes we are subject to contact our local licensing and authorities, however, we will contact all emergency contacts prior.

Your child is to be dropped off at front entrance for Toddler to preschool age. All families must sign in at the front kiosk.

Cell Phone Usage

The times you spend in the Little Imaginations dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at anytime while visiting the center.

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 30 minutes 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. A separate form "Transportation Policy" will be completed by parents and kept on file. To pick up your child, you must be at least 18 years of age; unless you are the child's parent.

Emergency Disaster and Security Procedures

Medical: In the event of an emergency, parents, or the designated emergency contact person, will be contacted immediately unless the injury/illness proves to be life threatening; at which time first call priority will be 911, the hospital, doctor, poison control, etc. To secure emergency medical care for the child, parents MUST complete and sign, and have notarized, all medical emergency permission forms. I will keep an emergency form copy with emergency numbers.

Minor scratches, cuts, and so on will be treated with general first aid practices of cleansing the wound with soap and water and bandaging it. Parents will be notified of these injuries immediately upon their arrival to pick their child up and will be given an Accident/Injury Report.

Fire, tornado, gas leaks, terrorist or active shooter **Adequate supplies are kept in case of an emergency.**

All children and staff are required to perform monthly fire drills. The children will be taught to evacuate the center immediately and proceed to the end of the sidewalk and wait there until we can safely cross the street together. We will practice our stop, drop, and roll techniques along without crawling on our bellies to the exits. Along with monthly fire drills, we will be practicing reverse lockdowns. This will entail locking all door, pretend calls to parents, and meet in the bathroom where there will be food, water, and flashlights.

If severe storm warnings and/or tornado warnings are issued, we will proceed to the central bathroom in the home and take cover in the bathtub. Basic emergency supplies are kept in the upper cupboard (flashlight, water, etc.). We will stay at the childcare center unless otherwise instructed by emergency personnel. Parents will be notified if an evacuation needs to take place. Children and provider will proceed to Fruita Middle School or Reed Park for shelter or the location that the EMP instructs the provider to go to. Should we need to leave the premises, I will safely transport the children in my vehicle with the proper care seats and restraints.

If a power outage occurs at the home, children and provider will stay at the facility. Flashlights are kept on the premises and foods that require no electricity to prepare and bottled water are kept on the site.

During all emergencies, children will be kept calm and instructed in an adult like matter as to what is happening. Parents will be contacted as soon as physically possible. The emergency numbers that are kept on location will be picked up and taken with the provider if evacuation needs to take place. Active shooter hiding locations are in basement or front office closet.

Lock-Down procedures will be used in situations that may result in harm to persons inside the daycare home, such as a shooting, hostage incident, intruder, trespassing, and disturbance. In a

“Lock-Down” situation all children are kept in childcare home or safe area that is away from the danger. I will be responsible for accounting for all the children and ensuring that no one leaves the home or safe area and 911 will be called. No family member may come and get child until the lock down has been lifted.

Relocation and Reunification Directions

Each family member will receive a relocation map of Fruita Middle School attached to this handbook. The address is 239 North Maple Street, Fruita, Colorado 81521 Phone number is 970-254-6570 in the main gym. Our second relocation and reunification is Reed Park at 250 South Elm Street, Fruita, Colorado 81521. Both sites are exactly 4-5 minutes walking distance from our program.

Closing Procedures of Program (These are our program procedures for you to review)

Closing procedures can be done periodically throughout the afternoon. However, there must be active supervision while these duties are completed and staff to student ratios must be met.

Cleaning

- € All toys and materials are on the correct shelves, neatly.
- € Children’s belongings left in the cubbies are picked up (not on the floor).
- € Toys are sanitized- Daily in infant and toddler room, weekly in preschool rooms (this can be done periodically throughout the day).
 - Sanitize anything in the “yuck buckets”
- € Highchairs, tables, and chairs are properly sanitized.
- € Diaper areas are organized and disinfected. (Diapers and wipes organized on shelf).
- € All trash is taken out and new liners are put in. Trash lid wiped off.
- € Sweep and mop the floor.
- € Vacuum any rugs and entrance.
- € Wipe down the toilet and base of toilet daily and make sure sinks are clean.
- € Laundry- All infant materials such as blankets, stuffed animals, etc. must be washed daily. Preschool must be washed weekly. If possible please start a load of laundry two hours before closing so they can wash and be put in the dryer for the next day.

Building

- € Close and lock windows.
- € Turn off lights and any electronics.
- € Scan outside area for trash and items that need brought in or safety concerns.
- € Return heat to the set temperature if moved.
- € Ensure all items are off in the kitchen and the doors are closed.
- € Clock out and sign out of the kiosk and turn off.
- € Lock all doors.

Right to Refuse Child Release

We may refuse to release children 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.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. (unless otherwise requested from Director)
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. (Potty trainers may need a few more sets!)
- **Preschoolers:** at least one change of clothes, socks and shoes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. All infant/toddler blankets will be sent home or laundered each evening.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name and photo. Please check your child's cubby on a daily basis for items that need to be taken home. We ask that no medications, Chap Stick or other choking hazards, baggies, or items that are "keep out of reach" are in the cubbies

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the front entrance in family area. Please note that we are not responsible for lost personal property and we require all items to be labeled.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. Show and tell can be each Friday. We ask that no violent toys, such as guns, swords, knives be brought to **Little Imaginations**.

NUTRITION

We are contracted with a food program through USDA through CACFP. We provide a breakfast, lunch, and a healthy afternoon snack for your child in a social and relaxing environment using family style dining. A menu will be posted at the front entrance of our program. Monthly menu will be attached to monthly newsletter and invoices.

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.

- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Prepared at Little Imaginations

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. We are also involved in the HOPS and Cooking Matters program, Healthy Options for Preschool Snacks, which allows us to try different healthy snack options sponsored by Early Learning Ventures.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. All allergies are posted in each classroom so substitutes can identify any allergies from foods.

Meal Time

At meal time the dining table is set with disposable or real plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed "on demand" to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula will be diluted at the child care site according to the instructions provided by the manufacturer or from the child's health provider, using water from a source approved by the local health department. Formula brought from home must be labeled with the child's name.
- Solid foods will only be introduced after a consultation with the child's family.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. In January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than 6 weeks after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program. If your child is under 2 years old, I require a copy of your child's health evaluation **EVERY TIME** your child sees the doctor for their health evaluation or immunizations. I will need updated information required by the CO State Licensing Regulations. Health statements for children over 2 years of age to 7 years of age must be updated annually. ASQ screenings for Early Head Start contracts are conducted 45 days after enrollment and if we feel that your child may need a screening with all of our childcare enrollments. Early Head Start contracts require 2 Dental evaluations, health evaluations including hearing screening, and ASQ screenings per year.

The AAP recommended schedule as follows: (Allows for some flexibility)

2 months, 4 months, 6 months, 12 months, 15 months, 18 months, and 24 months

****If physical reports are not given to us on time, there may be a possibility that your child cannot return to the program until it is given to us.***

Oral Hygiene

Preventative dental hygiene is practiced on a daily basis at our program while your children are in our care. We use our community resources for learning more about preventative care. Each child will need a labeled toothbrush. Toothpaste that contains fluoride is determined by Director at beginning of year, unless you have a special dental note from dentist. Infant's gums will be cleaned with gauze on a daily basis prescribed by best practices in preventative oral hygiene. We will provide on-going health, nutrition, and dental resources throughout the year and with our family engagement activities.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours with NO medication.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
See policy on medication
- **Non-prescription medications** require a note signed by the Physician. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the parent, specifying frequency and dosage to be administered.

Sunscreen can be applied to your child in morning before arrival and we will apply while your children are here after lunch and afternoon outdoors

Please supply a labeled deet product for insect repellent.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as

an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 90°F or less than 32°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 1 or below.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care after we have exhausted every effort through our mental health and wellness consultant and support systems in our community as well as our policies and procedures to prevent expulsion.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by

the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES-EMERGENCY DISASTER PLAN IS ATTACHED TO HANDBOOK

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 Smoke detectors and radon testing. We have a carbon monoxide monitor and fire extinguishers with required tags and training.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis. Our emergency disaster drills, shelter in place, active shooter, and lockdowns are practiced quarterly. A reunification process is part of our emergency disaster plan attached.

Pest Control

We will not participate in any pest control management while children are on site and make every effort for a 24 to 48-hour application. We strive to focus on environmentally friendly options.

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. My staff and I have conducted a transportation policy and training. All volunteers must have a background check and emergency kid in vehicle with insurance and license in order to participate for transportation. All must be given a transportation training and acknowledgment.

OUR POLICIES AND PROCEDURES

Our program policies not included in this handbook are reviewed quarterly basis and updated as needed. They are available for review upon request.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Little Imaginations Early Learning Center Family Handbook**, and I have reviewed the family handbook with a member of the **Little Imaginations** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Little Imaginations Early Learning Center Family Handbook** that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date

FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

- Discussion of Program Goals – annual meeting for families to provide input into our plan for the program.
- Parent Advisory Committee – meets 4 times a year to review progress toward annual goals.
- Classroom Representative – serves as a liaison between classroom parents and teachers
- Home and School Committee – meets monthly to plan family events and fundraisers

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Back to School Night
- Family Math Night
- Holiday Gathering
- Book Swap
- Fall Festival
- Annual Family Picnic

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Contribute to class Pot Luck Meal
- Family Teacher conferences

Family/Parent Workshops: Our menu of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child in Times of Stress
- Food Allergies
- How to Prepare for a Conference
- Warning Signs for Developmental Delays
- Value of Reading to Your Child
- Everyday Math