



THE VAIL CHILD DEVELOPMENT CENTER

Parent Handbook

Revised January 1, 2025

We are committed to providing a developmentally appropriate, discovery-learning environment that meets the needs of every child's healthy physical, intellectual, social, emotional and spiritual development.

Our philosophy is based upon a Christ-centered worldview that all truth is God's truth, and that the Bible is the inspired and only infallible, authoritative Word of God. Biblical truth must therefore be basic to the teachers, directors and parents or guardians involved in the educational process.

This philosophy directs our staff to promote a safe, loving and encouraging atmosphere. Our passion within this program is to address the development of the whole child by providing age-appropriate exploration and experimentation with various learning materials and activities to learn creative and critical thinking skills. We provide a warm learning environment where every child is respected and nurtured during these precious early childhood years. We strive to build trusting relationships with each family and partner together to help each child achieve their highest potential and develop a true love of learning.

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Serving Children 8 weeks – 6 years old

Welcome to The Vail Child Development Center!

We are so glad that you are a part of our family. Clear communication is crucial to a successful school program. This handout includes specific information from the State of Colorado as well as our specific center policies and procedures. After reading, please sign the Policies and Procedures Verification page stating that you received, read and understand this information. This verification will be kept in your child's file and must be received on or before your child's first day of school. This handout is designed as a reference. We suggest that you keep it in a convenient location for easy access.

We believe it is our responsibility as Early Childhood Educators to focus on the whole child. Our program includes developmentally appropriate activities that meet your child's social, emotional, intellectual, physical and spiritual needs. During your child's day they will have the opportunity to interact with other children in an atmosphere where children learn to respect the interests of others. Our classroom centers allow the children to discover their own interests and abilities. Our Bible curriculum encourages your child's spiritual growth and understanding through plays, puppets, prayers and songs based on a specific Bible story.

We will prayerfully care for your children. We do not take lightly the responsibility you have entrusted to us, and we look forward to sharing the Christian faith with your child. We are committed to letting God lead us through these very special years. We encourage you to share your needs and concerns with us.

Multi-Age Classroom Theory

Multi-Age early childhood education is the purposeful placing of children of different ages and abilities in the same classroom. This practice assists the overall development of the child within a family-like community of learners.

Utilizing Multi-Age classrooms allows TVCDC to:

- Limit multiple caregivers and classroom transitions
- Create consistent personal relationships with the child
- Encourage healthy emotional attachments with caregivers
- Increase opportunities for interactions between children and teachers
- Avoid segregating children solely based on age
- Promote cognitive and social growth based on grouping children according to developmental milestones
- Support children's development of friendships and provide opportunities for children to play and learn from each other

The Staff formulates monthly academic lessons according to developmental stages rather than chronological ages. A Multi-Age classroom is a diverse environment where children are encouraged to do their best which in turn fosters the development a positive self-concept. Research shows that children who have a positive self-concept also demonstrate positive attachments with peers and adults.

Continuity of Care

TVCDC makes every effort to maintain continuity of relationships between staff and children. The program is organized and staffed to minimize transitions between classrooms, and between staff during the program year. To foster the formation of strong emotional bonds and develop trusting and loving relationships we aim to maintain the same teachers in each classroom throughout the enrollment year. Maintaining the same teachers within each classroom provides consistency and structure which all

children require. Primary caregiving practices are implemented to provide this consistency and allows the children to remain in the same classroom with their peers and teachers for as long as possible.

Teaching Staff-Child Ratios

TVCDC is licensed by the State of Colorado, Division of Child Care. A copy of Licensing Rules and Regulations is available to parents upon request. Centers are inspected annually by a State Childcare Licensing Specialist, State Health Inspector, and Fire Department to ensure that they meet or exceed health, safety and other state requirements as well as TVCDC standards of quality. Our center also contracts a childcare nurse consultant to promote the best health and safety practices.

The Center has seven classrooms. Licensed capacity and ratios are as follows:

Classroom	Licensing Capacity	Licensing Age	Teacher to Child Ratio
Infant I	8 infants	8 weeks to 18 months	1:5
Infant II	9 infants	8 weeks to 18 months	1:5
Toddler I	9 toddlers	12 months to 3 years	1:5; 1:7 (if all toddlers are 2 or older)
Toddler II	10 toddlers	12 months to 3 years	1:5; 1:7 (if all toddlers are 2 or older)
Pre-K I	19 preschoolers	2 ½ years to 7 years	1:8 (children 2 ½ and older)
Pre-K II	19 preschoolers	2 ½ years to 7 years	1:10 (children 3 and older)
Pre-K III	15 preschoolers	2 ½ years to 7 years	1:12 (children 4 and older)

These ratios are the state licensing requirements. TVCDC recognizes that lower staff to child ratios promote a higher level of care and quality standards. It is also our goal to provide the best quality standards and meet high expectations for families. It is our goal to move toward lowering these ratios to provide the best possible care. We will work towards these goals by continual staff recruitment and lower enrollment numbers.

Most of our classrooms have two full-time team teachers that are present for the entirety of the program year. We have multiple part-time staff who cover teacher absence due to sickness, personal days off, and vacations. All staff work as a team to ensure the care for each child is consistent and developmentally appropriate. The Center Director is available during most of each day. In her absence, another teacher who is State of Colorado Director Qualified will act on behalf of the Center as Director on Duty.

Curriculum Goals

TVCDC utilizes the Creative Curriculum which is designed in partnership with NAEYC (National Association for the Education of Young Children). Creative Curriculum uses various designated centers in the classroom as a means of allowing children to explore and “play” with the materials. The children are not only learning to play with a purpose, but to also play effectively with their peers. The following goals are incorporated into all our classrooms:

- Developing safe and healthy habits in young children
- Fostering positive self-esteem
- Providing opportunities for creative expression
- Supporting the development of social/emotional and self-help skills
- Stimulating cognitive problem-solving skills
- Strengthening communication skills necessary for listening, reading, writing, and speaking
- Enhancing fine and gross motor skills

In addition to the Creative Curriculum, TVCDC teachers supplement curriculum with age-appropriate Bible resources. These resources incorporate fun activities, songs, and stories. Each week a new Bible

story is read during circle time and children engage in conversation and creative activities which teach foundational Christian values such as:

- Love (that God has for us, and that we have for others)
- Respect (for God, others, things, our world)
- Kindness
- Patience
- Honesty
- Self-Control
- Compassion

Transitions

Starting school for the first time often causes anxiety for children. We recommend that you visit before the first day of school with your child, allowing them to meet their teachers and see their classroom. We will work with you and the child to make this adjustment period a positive experience. Teachers will obtain as much information from you about your child prior to their first day to get to know them better and accommodate their individual needs. We are also available for home visits, upon request, if so desired. For some children, the transition period can be difficult, and we recommend that you give your child at least one month to adjust to the school experience.

As your child progresses through the program and reaches developmental milestones and/or birthdays there will be continued transitions into new classrooms. At times these transitions might be based on our state licensing requirements which require children to move out of a classroom when they reach a certain age. If it is not a licensing required transition the Center Director will work in conjunction with teachers and parents to make the best determination for when your child is READY to transition into the next classroom. Either way throughout each transition process, we will communicate with parents to help prepare the child for the move and consider individual needs of each child to make the transition as smooth as possible for the child and parents. We typically communicate via email and face-to-face on a few occasions leading up to the classroom move to answer questions and help the family understand the new classroom expectations, schedule and standards prior to the child's first day. Typically, before the child's first day in the new classroom we provide them with "step up" time to allow the child some limited time in the new classroom to meet the teacher and students and familiarize themselves with the environment and surroundings.

Parent Communication

We want to do our best to keep all our families informed about what is happening at TVCDC. We use several avenues of communication to make sure we are connecting with parents.

Brightwheel App: Immediate communications, such as illness, calendars, weekly lesson planning, or reminders will go to all parents via Brightwheel messages. Please ensure your notifications are on for this application to make sure you receive this information in a timely manner as they hold important information related to your child. It also provides daily activities which typically covers what your infant ate and drank, when and how long they slept, and diaper changes throughout the day. Data shared as the children age up is more related to progress assessment and learning development along with photo and video updates and brief details around their daily routines and activities.

Email: Communication with the Director and Admin team typically comes via email. This includes monthly parent updates, requests for paperwork and updated documentation, etc.

Upcoming events/daily activities: These are available to read outside the classroom on the welcome board. This highlights what we focused on during the day or what is coming up soon. Weekly Lesson Plans are sent out via email and posted inside the classroom on Parent Info Board.

Face-to-Face: We encourage every parent to discuss with the teachers how your child is doing. We welcome interactions about what is going on at home, and what is happening at school. Your child's teacher(s) will make every effort to greet you and discuss your child's day.

Conferences: Preschool teachers conduct two conferences per year to inform parents of the child's behavior, progress, social and physical needs. One in October focusing on social/emotional and another in April focusing on academics. Additional preschool conferences are conducted upon request from the parent.

Interpretation: TVCDC will provide interpreters for Spanish-speaking families when necessary. We try to respect every family's home language and communicate in the most appropriate manner in every instance. We encourage learning through the child's home language as well. We have bilingual teachers in many classrooms. When needed, we can utilize them for interpretation between families and staff. If a classroom presents a dominant second language, a bilingual teacher will be consulted to enhance learning in both languages represented.

Community Involvement

TVCDC works closely with several community service agencies to provide resources for families and children. Our staff provides assessments many times throughout the academic year which allow us the opportunity to identify specific progress, growth and needs within the children. When a developmental concern is identified that requires additional support, we communicate these needs with the family and provide other community resources and agencies that could be of help. We provide referral information and will make referrals directly, if appropriate. We encourage their involvement to bridge the gap between families and agencies when/if the family desires and requests the help. We collaborate with these agencies throughout the process to design learning activities that aid in meeting outcomes/goals set for the child through individual programs.

Parent Involvement

We welcome parent involvement in the classroom, and we feel that it benefits not only the teacher but the parent and child as well. Parents or guardians are encouraged to participate in the activities for students. The State of Colorado requires that all parent volunteers must sign in on the visitor's sign-in sheet in the main office while working. Some of the ways that parents or guardians can participate in the school experience include special day theme events, holiday parties, field trips and more. We also encourage parents to volunteer with any special gift, hobby or talent they may have that could supplement something the children are learning about in the classroom.

Special Treats/Birthday Celebrations

We welcome special treats for the whole class; however, all food products must be purchased and not homemade per state guidelines. Special treats may be centered on a theme/holiday or may be brought to celebrate birthdays, etc. Please speak with the staff or Director about allergies in the classroom. All parents with children under the age of 24 months must be asked as to what they will allow their child to eat during celebrations.

Gum & Candy

Please do not allow your child to bring candy or gum to school at any time.

Items to Bring to School

- Crib sheet (infants)
- Cot sheet (toddlers and preschoolers) link for proper fitting cot sheet below:
 - https://www.amazon.com/American-Baby-Company-Cotton-Polyester-Standard/dp/B072LNYKXQ/ref=sr_1_3_a_it?ie=UTF8&qid=1518116134&sr=8-3&keywords=cot%2Bsheets&th=1
- Small blanket and/or pillow
- Extra clothes including underwear, shorts/pants, shirt, socks & shoes
- Diapers & wipes (if not potty trained)
- Lunch and snacks (we are unable to heat food for the children; a thermos is recommended)
- Spill-proof water bottle
- Seasonal outdoor clothing – snow pants, coat, hat, gloves, and boots (during winter)

**PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FIRST & LAST NAME
USING A PERMANENT MARKER**

Screen Time & Media Use

TVCDC allows extremely limited screen time and ONLY in the event a special learning opportunity exists which enhances the educational message. Additionally, TVCDC adheres to the following state rules when utilizing media resources:

- Television and video viewing is prohibited for children less than two (2) years of age.
- All television, recorded media, computer, tablet and media devices are prohibited during snack or mealtimes.
- All media that children are exposed to will not contain explicit language or topics.
- For children two (2) years of age and older, television, recorded media and video time must be limited to thirty (30) minutes per week.
- For children two (2) years of age and older, computer and tablet time must be limited to non-consecutive fifteen (15) minute increments not to exceed thirty (30) minutes per day.
- For children two (2) years of age and older, television, recorded media, computer, tablet and media device time may only exceed thirty (30) minutes per week for a special occasion. There is no restriction for children using personal adaptive equipment.

Absences

If for any reason your child will be absent, please call and speak to the Center Director or leave a voicemail by 8:30am the day of the absence. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We are required to notify the Department of Health and all parents or guardians of communicable diseases.

Wellness Policy

State Regulation 7.702.63 requires that there be daily observation of each child on arrival to the school by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival shall not be admitted or shall be separated from other children until the

parent or guardian can pick up the child. **We request that parents pick up their child within 30 minutes of being notified that their child is ill.**

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardian of children shall be notified by the center immediately. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

According to Colorado State Licensing, if a child displays the following symptoms, they **MUST** be kept at home.

- Fever over 100.4°F
- Vomiting
- Diarrhea (more than once)
- Nasal drainage that is thick, yellow or green and accompanied by a fever
- Sore throat with fever or throat spots
- Cough accompanied by fever
- Chills
- Coughing up of green or yellow mucous
- Eye drainage of any type
- Unusual rashes

We cannot allow a child to attend school with any of the symptoms listed above unless they have been seen by a physician to rule out infection and we have received **written permission** from the physician for the child to return to school after the 24-hour exclusion period.

The child may return to school after illness when:

- Fever has been broken for **24 hours (without aid of fever reducing medicine)**
- Nausea, vomiting or diarrhea has ceased for **24 hours**
- At least **3** doses of antibiotic have been given over a **24-hour** period for any type of strep or bacterial infection

We immediately notify parents or legal guardians when their child becomes ill, is involved in an accident or is injured and requires emergency medical care while at school. All non-emergency or minor accidents and injuries will be treated with first aid and tender, loving care by a trained staff member. The accident or injury is documented, and parents are notified upon picking up their child at the end of the day.

Cleaning and Hygiene: All children and parents are required to wash their hands when they enter a classroom in the morning. We maintain a high frequency, daily cleaning and disinfecting routine and conduct high-touch surface areas multiple times a day. Our facility gets professionally cleaned and disinfected twice a week.

TVCDC requests that families with multiple children in the school keep all children home if one is suffering from illness. This is just another measure to ensure we are controlling and stopping the spread of any illness.

Staff Illness

In addition to children, staff shall be excluded from the childcare facility if they present with any of the symptoms detailed above in our wellness policy or under certain circumstances, including if they are

unable to participate or perform the functions required for their position or if they are suffering from certain infectious diseases. A staff member means any person working or volunteering to perform duties in a childcare facility and having direct contact with the children.

Directors/supervisors are responsible for observing the staff for signs of illness throughout the day. Staff members have the responsibility of reporting, to the director or person in charge, any signs of infection or illness that may pose a hazard to the health of children and other staff. If a staff is sent home, it is important that they establish an appropriate return to work date with the director and may need a written note from a doctor if it is an infectious disease. The Colorado Department of Public Health Infectious Diseases for Child Care Centers identifies the conditions that require exclusion of staff and provides guidance on when they return to work.

Food Handling Staff Exclusion Requirements

Special attention must be given to staff members that handle food because many illnesses can be spread through food from an infected person. Additionally, children under the age of five years old and those with weakened immune systems are at increased risk for foodborne illness. Food handling activities include preparation of any food (i.e. washing, cutting, cooking, and portioning), the mixing and feeding of bottles and feeding infants and toddlers solid foods. Food handling staff must notify the director or person in charge if they exhibit any of the following symptoms:

1. Vomiting
2. Diarrhea
3. Jaundice
4. Sore throat with fever or
5. Any open or draining wound that is not covered with a waterproof bandage and is:
 - a. On the hands or wrists
 - b. On any exposed portions of the arms or
 - c. On other parts of the body

In addition to waterproof bandages covering wounds on hands and wrists, single service gloves must always be worn when handling food.

The Colorado Department of Public Health Employee Illness Flowchart identifies the conditions that require restriction or exclusion of food handling staff and provides guidance on when they should return to work. If a food handling staff member is diagnosed with another infection that affects the gastrointestinal system and is not showing symptoms, the local health department will be contacted to determine the need for exclusion or restriction.

School Attire

Your child should dress comfortably and in accordance with the weather. Each child should dress for an active day. Tennis shoes or rubber-soled shoes are best. Please send appropriate outerwear for your child as we plan to go outside every day! Boots, mittens, hats and snowsuits are needed when there is snow on the ground. On days when we cannot use the playground, we will play indoors making sure that large muscle motor needs are still met. Parents or guardians must send an extra set of clothing each day in case there needs to be a clothing change. This should include underpants, socks, pants and a shirt. Please label all personal items with your child's name! During winter weather, please send a pair of shoes or slippers and extra socks in addition to winter boots. In the event an item does not make it to school, we have clean items and will share so that all children can still enjoy time outside.

Snacks & Lunch

Each child must bring a lunch that should fulfill one third of his or her daily nutritional requirements. In addition to lunch, each child must bring a morning and afternoon snack that meets the requirements of the USDA Nutritional Guidelines. Sippy cups with milk or juice can also be packed for lunch and snack if desired. Lunch and snack materials must be ready to eat. Teachers are not permitted to cut food into smaller pieces nor heat/cook or warm up the food, so we encourage families to pack warm foods in a thermos for your child to enjoy. A water bottle should also be provided each day to ensure adequate hydration is met.

If a child has an allergy to nuts the classroom will be determined a nut free zone and parents will be asked to pack lunch and snacks that are nut free to keep the child safe.

Medication Administration

The giving or application of medication, including sedatives or individual special medical procedures shall be provided only with a written order or prescription from a physician to the child's parent(s) or guardian(s). **We cannot give over-the-counter medications unless we have a written prescription from a physician.** This includes cough syrup, acetaminophen, allergy medications, etc. If your child requires an over-the-counter medication, please ask one of our staff members to provide you with a "Permission to Administer Over-the-Counter Medications" form to be filled out and signed by a **Health Care Provider**.

All prescribed medications must be in their original container and display the following information: child's name, dosage, route, time of administration, name of physician, and the name of pharmacy. In addition, parents or guardians must sign the "Medication Release" stating what the medication is, quantity to be given, and when medication is to be administered. When medication is given to a child, it will be documented on a medication administration form/log. All medications that are kept and administered in the center are stored in a locked, clean container in the director's office. They are kept under conditions directed by the health care provider. Medications that require refrigeration will be store in a locked, leak proof container in a designated area in the refrigerator.

Nebulized medications, inhalers, emergency injections and epinephrine require an individualized health care plan completed by the child's health care provider. These medications are delegated and supervised by the RN on an individual basis. In the event of an emergency, a staff member who is medication administration curriculum trained and has completed the medication delegation requirements will administer the medication to the child. Medications will be given to the child in the director's office-unless special arrangements have been made with the teacher and nurse consultant. In an emergency, the medication can be accessed immediately from an easily accessible location close to the child but that is out of reach of children.

For school-age children that require an inhaler or epinephrine to be carried with them during school hours, parents must provide a written contract including parent/guardian and child acknowledgement which assigns levels of responsibility of everyone. This contract should accompany orders for the medication from a health care provider along with confirmation from the health care provider that the student has been instructed and is capable of self-administering of the prescribed medications. All the documentation will be kept on file in the director's office.

Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if a dosage schedule can be arranged

that does not involve the hours the child is in childcare. The first dose of medication should always be given at home, to allow parents to observe if the child has any type of reaction.

Allergies

All allergies to medication and/or other substances must be stated on the emergency forms. State law requires that we have a signed note from your physician stating any food allergies that your child may have. The physician must recommend alternate food choices for your child. Information about children with allergies will be posted in the classroom.

Personal Hygiene

All possible provisions have been made for personal hygiene. Antibacterial soap is used for hand washing before and after meals and after going to the toilet. Disposable paper towels are used for drying hands. In addition, toys are sanitized daily with bleach water as required by State Health Inspector. Tables and highchairs are sanitized between each use.

Diapering & Toilet Training

Children in diapers will be changed in regular intervals throughout the day, and as necessary between scheduled changing times. An adequate supply of diapers and wipes must be provided to the school. No attempts will be made to toilet train a child under the age of 2 years. Toilet training is part of being a toddler and we will assist families with this once the child shows signs of readiness. Please talk with your child's teacher about their progress and success in this area so that we may assist you and your child in reaching this important developmental milestone. It is also very important that during this time you have multiple changes of clothing for your child. TVCDC staff will help children get into the habit of hand washing after diapering and toilet use.

Once potty trained and transitioned into our older preschool classrooms, children use the hallway bathrooms outside the classroom. Teachers monitor scheduled group bathroom breaks with limited assistance as they gain independence with the potty and are allowed trips individually, when necessary, throughout the day. Once they are in the preschool III classroom, they still have scheduled group bathroom breaks but are allowed to go independently down the hall to the bathroom when needed.

Rest Time

Toddlers and preschoolers have a scheduled nap time after lunch. Cots are provided for each child. Your child is welcome to bring a sheet, blanket and/or a comfort item for rest time. All children will lie down for a rest. Those who do not fall asleep within 30 minutes will be allowed to do quiet activities on their cot or at a table with the teacher. Infant naps are not scheduled. Their natural sleep/wake cycles are respected as well as individual families home schedules when we can accommodate.

Discipline

At TVCDC, we are committed to disciplining your children in love. This means being Christ-like role models, loving them enough to correct inappropriate behavior and expecting good behavior. Parents or guardians and the teacher will need to work together to be consistent and effective in training children to make appropriate choices in a classroom setting.

TVCDC is also committed to following the applicable Colorado regulation 7.702.64:

- A. Guidance used at the center must be appropriate to the development of the child and is used as an opportunity to teach children social-emotional skills, such as self-regulation, problem-solving, and empathy for others.
- B. Children must not be subjected to physical or emotional harm, humiliation, or threats.
- C. The Director must not use, or permit a staff person or child to use, corporal or other harsh punishment.
- D. Guidance must not be associated with food, rest, or toileting. No child should be punished for toileting accidents. Food must not be denied to or forced upon a child as a disciplinary measure.
- E. Physical activity and outdoor time must not be withheld as a disciplinary measure.
- F. Separation, when used for guidance, must not exceed five (5) minutes and must be appropriate for the child's development. The child must be in a safe, lighted, well-ventilated area and be within sight and hearing of an adult. The child must not be isolated in a locked, closed room, or closet.
- G. Verbal abuse and derogatory remarks about the child are not permitted.
- H. Any form of restraint is not permitted.
- I. Physical redirection may be used to keep a child from immediate imminent danger. The child must be immediately released once removed from imminent danger.

As such, The Vail Child Development Center's discipline policy directs staff as follows:

- Redirect children to an acceptable activity by suggesting appropriate alternatives
- Talk on the child's level
- Speak softly and slowly
- Be positive and patient, but firm
- Guide children to resolve their own problems
- Reinforce appropriate behavior
- Remind children of rules and the consequences, encourage children to think about the impact their behavior has on people, objects, and events
- NEVER use verbal slights or physical punishment (this includes but is not limited to spanking).

While young children are learning new experiences and how to deal with those experiences, we at TVCDC are committed to working with the children and families to make our space safe for everyone. At times the teachers and staff at TVCDC may need to reach out to parents to assist with a behavior and/or action that is putting others in danger.

Detrimental Behaviors and/or Actions

There are different types of behaviors and actions that can lead to a dangerous and/or detrimental situation for others. And different acts and demonstrations of detrimental behaviors are common to young children. The children are learning to express themselves appropriately and deal with many types of emotions as they encounter new situations. At TVCDC we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many demonstrations of detrimental behaviors by the environments we create for the children. Two of the most common detrimental behaviors and actions, but not limited to, that need immediate attention and follow up assistance are aggression and biting.

We understand that children being aggressive with and/or biting other children is one of the most common and most difficult behaviors to deal with in childcare settings. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the aggressor, the victim, the families, and the caregivers involved. For many toddlers, the aggression and/or biting stage is just a passing problem. There are many reasons why toddlers are aggressive and/or bite and the first step is trying to find the reason behind it or the trigger. The children may act out of frustration, lack of verbal

skills, teething, or investigating cause and effect, peer interactions, exploration. The children are in the process of learning what is socially acceptable and what is not and testing boundaries.

For other children, aggression and/or biting is a persistent and chronic problem. They may be aggressive and/or bite for a variety of reasons as well: stress or change in environment, feeling threatened, or to feel a sense of power, among others.

To alleviate some of the triggers for detrimental behaviors, TVCDC has many practices in place that are known to help prevent incidences in small children.

- **Quality Relationships:** Staff develops nurturing relationships with the children and gets to know each child individually. Staff is given many opportunities for professional development to help she/he learn ways to build quality relationships with the children.
- **Environmental influences on child's behaviors:** Children are given opportunities to work in both small and large groups; there is a variety of materials and children are taught how to share. Staff are diligent with awareness within the classroom and willing to help a child that is feeling overwhelmed.
- **Targeted social-emotional supports:** Children have a daily routine that they follow which consists of circle time, free play and mealtimes. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Staff talks about emotions/feelings through books and other activities, teaching strategies to help children calm themselves.

No matter what the cause, it is important to be aware of the potential problem before it happens. Therefore, TVCDC has developed the following plan of action to be used when detrimental behavior and/or acts of detrimental behavior occur.

In situations of detrimental behavior and/or acts:

For the child exhibiting detrimental behavior and/or acts:

1. The child is immediately removed with no emotion, using words such as "biting is not okay – it hurts," or "hitting is not okay – it hurts." Avoid any immediate response that reinforces the detrimental behavior or calls attention to the child. Attention is focused on the victim.
2. The child is not allowed to return to the play area and is talked to on a level that the child can understand. "I can see that you want that truck, but I can't let you hurt him. We don't bite/kick/yell/hit/push..."
3. Redirect the child to other play.
4. Fill out and incident report of the detrimental behavior and notify the director, who will notify both parents.

For the victim:

1. Separate the victim from the other child.
2. Comfort the child.
3. Administer first aid.
4. Fill out report of behavior and/or act and notify the director, who will notify parents of both children.

If the detrimental behavior/act continues: If a behavior or repeated action can be addressed without immediate action, TVCDC will have:

1. Teachers and Director hold a conference to develop a written Assistance Plan of Action. The Teachers and Director schedule follow-up meetings as needed.

2. The Director contact the parents of the child for a meeting to review the proposed Assistance Plan of Action.
3. TVCDC consider recommending outside resources to assist the child, family and classroom of the child.
4. TVCDC consider recommending withdrawal/expulsion of the child if TVCDC is not able to give the child the resources he/she needs to resolve the behavior and/or action.

Withdrawal/Expulsion

If for any reason you need to withdraw your child from TVCDC, we require a written four-week notice submitted to the director in writing prior to the disenrollment of your child. If less than four weeks' written notice is given for withdrawal, you will be financially responsible for four weeks of tuition. Should you choose to drop days, we are unable to guarantee or hold days for you to re-enroll, as we will need to fill that opening.

There are also times when a child is not adjusting well to our program. Our staff are well trained and work hard to identify social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide, or a child is not adjusting well to our program.

If we feel that your child's behavior endangers the safety of the other children and/or staff, we will notify the parent and begin with a parent teacher conference. To better accommodate your child, we would like to work with the family to develop a plan of action. During that time, if the child is a danger to themselves, other children or staff, we may choose to suspend care of the child for a period, duration of suspension to be decided by the director. Once the child returns to our program, if the child is still a danger, then we will discuss if we are the best persons to be caring for your child. Please refer to our detailed discipline policy for more information regarding steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a very last resort that we would ask you to remove your child from care.

Personal Belongings

The school has a sufficient supply of toys and materials for the children to use while at school. The school cannot be responsible for lost or damaged items the children may bring to school. Please keep all toys or other personal items at home. However, we do allow for children to bring a blanket and stuffed animal for rest time that will remain in their cubby/personal storage when not in use. We do not allow children to bring money to school. If there is money that is needed for a field trip or special activity, all funds will be collected by the Director from the parent or legal guardian prior to the field trip and/or special activity.

Outdoor Play

Weather permitting, we will go outside at least once per day. It is extremely important that you provide your child with proper clothing for outdoor play (sunhat, jacket, appropriate shoes, snow clothes, etc.) The Infant Team will not use sunscreen on infants less than 6 months old. In the case of weather, more than 90 degrees or lower than 20 degrees, we will play in our indoor gym.

Wait List Procedure

Siblings of currently enrolled children and staff dependents receive priority placement in our center. Otherwise, rooms are filled on a first-come, first-serve basis according to the order in which the waitlist applications were received. If rooms are full, the child's name will be put on a waiting list and vacancies

will be filled according to availability and wait list order. Enrollment shall be granted without discrimination regarding sex, national origin, or religious beliefs. A child with special physical, mental, or emotional requirements will be considered for enrollment according to our resources and ability to adequately care for the special developmental needs of the child.

The waitlist is a comprehensive list of all applications received which are organized by date of receipt. There are many factors that determine eligibility for a spot within a classroom; age, Colorado State licensing requirements, developmental stage, enrollment days available/requested as well as staffing resources. If the next child on the waitlist is neither eligible nor developmentally suited for the specific enrollment opening based on any of the previous factors, the child retains his/her original waitlist order until the proper classroom placement becomes available. The director will maintain continued communication with waitlist families to make appropriate determinations for placement.

Admission & Registration Procedure

As availability opens for a class, families on the waitlist will be contacted according to the order of their application submission. If your child is offered a space at TVCDC, you will be contacted and offered the opportunity to enroll your child. To secure your child's enrollment, a formal acceptance must be given within 48 hours. Formal acceptance can be made by an email or phone confirmation to the Center Director in addition to submitting payment for the admissions fee. If a formal acceptance is not received within the defined timeline, the offer can be revoked and extended to the next child on the waitlist. After receiving the acceptance confirmation and admission payment, you will receive an enrollment packet to complete before the first day of school. All fees are non-refundable.

We welcome the opportunity to enroll children 8 weeks through 6 years old. All enrollment packet forms must be on file by the first day of care. A student file will be maintained for each child enrolled. The file includes new student application, enrollment contract, health status form, CO Department of Public Health Certificate of Immunization, emergency contact information, emergency medical permission and completed consent and authorization forms. If the health status and/or immunization form is not submitted prior to enrollment and updated annually per the state rules and regulations, we reserve the right to refuse admittance. Student records are to be updated annually according to the CO Department of Health and Human Services. Any change of address, telephone numbers, emergency contact information, and/or medical/health information should be reported to the office immediately. The health status form and immunization certificate must be updated every time a child goes to the doctor for a well check. The American Academy of Pediatrics recommends the following schedule for wellness checks, which we require updated forms at 2, 4, 6, 9, 12, 15, 18, 24 and 30 months, and annually after 3 years. Enrollment information including emergency contact information must be renewed every 12 months or earlier if any of the information changes.

Payments & Tuition Pricing

Itemized fee schedule included on our annual Tuition Rate Information Sheet which is provided during initial enrollment and annually in July during our re-enrollment process. These documents are also available on our website and upon request anytime.

A new student admissions fee of \$125 is due upon receipt of the enrollment contract to secure the spot. A multi-child discount is available for families with 2 or more children enrolled. This discount is applied to the oldest child's tuition.

Annual re-enrollment and activity fees are included in monthly tuition rates. Your child's enrollment contract determines the monthly tuition invoice.

Tuition will be invoiced the 1st day of each month. Payments are to be handed to the Center Director or left in the tuition box at the director's office. Payments are also accepted online through www.tvcdc.com. Tuition will be considered late after the 10th of the month and will be assessed a \$25 late fee. If payment is not received by the 15th of the month, enrollment will be suspended, and your child will not be allowed to attend TVCDC until the financial obligation is fully met or a payment agreement is implemented.

There will be a \$25 fee for all returned checks. Checks should be made payable to The Vail Child Development Center. Receipts are available upon request.

A late pickup fee will be charged if your child is picked up after closing time. The fee is **\$25 per child** after 5:00pm. Repeat occurrences of late pickup could result in an increased late pickup fee or discontinued enrollment.

Your monthly bill will include the flat rate tuition for your child's expected attendance. No credits or refunds will be given for any missed days or absences in the weekly schedule.

Enrollment changes are subject to the director's approval and require a \$75 modification fee and a new signed enrollment contract. Requested changes must be submitted to the director in writing four weeks in advance. Should you choose to drop days, we are unable to guarantee or hold days for you to re-enroll back to your previous schedule. We will attempt to fill those open days by offering the opportunity to families who are on our waitlist.

Holidays, Vacations or Illness

TVCDC is closed the following holidays and breaks:

New Year's Day	½ Day before Thanksgiving (close at 12:30pm)
MLK Jr. Day	Thanksgiving
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day
Labor Day	

TVCDC is officially closed one week for Christmas Break, one week for Spring Break and one week for Summer Break. Please check the school calendar for exact date closures.

If your child is absent for illness, please call the Center Director by 8:30am of the day of absence. If your child will be out for vacation or an extended amount of time, please notify the Director as soon as possible. There are no tuition credits, refunds or make up days for absences, vacations or holidays.

Forms Required Upon Enrollment

Health Form: A General Health Appraisal Form signed and dated by an approved health professional shall be obtained in accordance with the American Academy of Pediatrics recommended schedule for routine health supervision or as required in writing by the health care provider. The AAP recommends that children from 0-6 years have health appraisal visits at: 2, 4, 6, 9, 12, 15, 18, 24 and 30 months, and annually from 3 years onward. The General Health Appraisal Form **MUST** be obtained by the child's first day of enrollment and updated with each health appraisal visit the child has while in attendance at TVCDC.

Immunizations: All children must have obtained ALL immunizations required for their age. If you and your doctor choose to forgo immunizations, you must submit a written exemption form explaining your choice. In addition, if there is an outbreak of a disease that has a vaccine to combat it, your child must stay home until the outbreak is contained.

Information regarding all immunizations the child has had, including month and year each immunization was administered, must be recorded on the Certificate of Immunization Form supplied by the Colorado Department of Health. The form must be signed by a physician. The Immunization Form **MUST** be obtained by the child's first day of enrollment.

Registration: Information including parents' or guardians' home and work information, emergency contact information, known allergies to foods or medications, and release for emergency medical treatment **MUST** be obtained by the child's first day of enrollment. This will also include names of persons who have permission to pick up your child as well as current medical insurance coverage and/or medical home designation.

Enrollment Contract: States enrollment days, tuition amount, fee schedule and agreement to make timely payments as well as school closures.

Family Information Sheet: Information about the child and family to help us get to know the child better and provide quality care.

Permissions: A signed document regarding permission to apply sunscreen, diaper rash ointment and a doctrinal statement of beliefs. Additional permissions are required for specific age groups; infants must have a signed copy of our safe sleep policy, and infants and toddlers must have a signed copy of our off-site permission form.

Policies and Procedures Acknowledgement: This is the signed Parent Verification page near the end of this document, recognizing that you read this Parent Handbook, and you agree to uphold TVCDC policies.

Parent Agreements and/or Court Orders: If your family has legal documentation regarding stipulations on child custody, visitation terms or any other provisions involving the child, we must retain a copy of these in our records to ensure they are followed appropriately. It is the parent's responsibility to ensure TVCDC has the most current and most up-to-date orders.

Special Needs

Services for enrolled children with special needs will be provided in compliance with the Americans with Disabilities Act. Preschool services are provided in an inclusive classroom environment where all children attend school together.

Lost Children

If a child is missing, the teacher will check all areas the child may be hiding (bathroom, closet, etc.), notify the director, ask other children if they have seen the missing child, and continue to look. If the child cannot be located, the parent and the police department will be notified immediately.

Emergency Preparedness and Family Reunification

If an emergency occurs, and the facility must be evacuated and may not return to the center, all students and staff will evacuate to the locations indicated below depending on the type of emergency.

In Neighborhood Evacuation Site for non-threatening dangers near the center...

1. Riverview Community Center, located in the Riverview Apartment Complex west of TVCDC parking lot: 39169 US Highway 6
Avon, CO 81620
(970) 949-5840

Out of Neighborhood Evacuation Site for threatening dangers near the center...

2. Rumpelstiltskin Preschool:
10 Stonebridge Drive
Avon, CO 81620
(970) 949-4590

Once staff and children arrive at either evacuation site, family reunification will begin. Signs will be posted on the center doors indicating our location and direct you to the proper place. The director will send a center wide mass email informing every one of the situation and directions on immediate pick-up. Teachers will also begin calling all parents via telephone in attempt to get in touch with all families with children at school. The director will remain at the evacuation site until all children have been picked up.

If the emergency is a shelter-in-place or lockdown procedure, families will not be able to enter the school to pick up children. All families should await clearance from the authorities in charge of the situation for steps to take their children out of the school.

Tornados

In the unlikely event of a tornado warning, students will be escorted to safe shelter in one of our inner rooms (kitchen, bathrooms, etc.) and instructed in proper safety procedures. Tornado drills are held monthly October through March to familiarize the children with proper and safe procedures for preparing for a tornado.

Fire Drill/Lockdown Drill

Fire drills will be held monthly to familiarize the children with proper and safe procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to the plan posted by the door inside each classroom. The Fire Marshall inspects TVCDC annually. The most recent inspection is available in the Director's office. Lockdown drills are done quarterly to allow staff and children practice at maintaining shelter in place safety, should there be a threat outside of the center.

Inclement Weather

On days of inclement or excessively hot weather, children will be kept inside the classrooms. Sunscreen should be applied **BEFORE** school by the parent on sunny/warm days or field trip days. An allergy to a specific sunscreen should be noted on the enrollment form. We will use Rocky Mountain Oxybenzone SPF 50 Kids Broad Spectrum sunscreen for reapplication if needed. Parents or guardian must sign a permission slip for this.

In the event, that heavy snow or ice is severe enough to cause school closure, TVCDC will notify all parents through signs posted at school entrance and a center wide email to families. TVCDC follows Eagle County School District weather closures, should the district cancel school for inclement weather TVCDC will follow their direction and close. No refunds of tuition are given for weather related closures.

Visitor Policy/ Authorized Pickup of Children

All visitors to the Center must sign in at the front desk in the visitor's log. Name, address, phone number, and purpose of visit are required as well as picture identification for persons not familiar to staff. All visitors will always be accompanied by a staff member.

No child will be released to anyone who is not listed on the child's registration under "authorized persons" unless, in emergency or extenuating circumstances, the parent or guardian gives **verbal** (phone) or **written** (sign-in sheet) approval. This person must also show one acceptable form of ID before the child is released to them.

The following steps will be taken if an unauthorized person attempts to remove a child from our premises:

- Staff will check registration
- Staff will attempt to get verbal or written approval from parent or guardian
- Staff will check ID of persons who are not known to them
- If an unauthorized person takes a child, the Eagle County Sheriff's Department and the parent or guardian will be contacted immediately. **Court documentation** is necessary to prevent persons listed in restraining orders or non-custodial parents or guardian from picking up their own child.

TVCDC cannot refuse to release a child to an authorized parent or legal guardian without prior court orders, such as custody orders, parenting agreements or protection orders. All authorized persons must be 18 years of age or older. If a staff member has a reasonable belief that the authorized person picking up the child is under the influence of drugs or alcohol, and the authorized individual leaves with the child, then we must immediately report such to police or social services pursuant to 12 CCR 2509-8.

Children With Disabilities and Those with Access and Functional Needs

Students and staff that have disabilities and/or special needs/assistance in normal situations must be accommodated for in the time of an emergency. This could include but is not limited to children or staff with permanent or temporary limitations such as mobility, hearing, vision, developmental, psychiatric, etc. This could also include mental or processing disabilities where they may not understand if/when there is an emergency. It must be recognized that they will need help understanding the emergency, being alerted of the emergency as well as assistance physically getting to the appropriate location given the specific requests of the emergency.

We plan accordingly for each person with any disability by first identifying who if any has special needs. Each child with a recognized disability will be assigned a specific staff member to be their dedicated assistance in case of an emergency along with a plan listing accommodation for normal operations, sheltering, evacuation, drills and practice as well as no water or electricity. This staff member will be aware and understand their individual needs during all times of the day. As well as any allergies, medications or equipment the child will need. All supplies will be included in the first aid/emergency kit in the classroom the child is in and will be brought along during an evacuation situation. This staff member will be trained for the required care the child will need and will always be with the child to assist with their specific needs during an emergency.

The director and director on duty will also be trained and aware of the children with disabilities and the plan in case the staff member is absent during an emergency. The staff member will make sure they accommodate these needs and will contact the director on duty or other personnel to help them when necessary. A copy of the emergency plan for each special needs child along with all documentation communicating their medical needs, medications required, caregivers, doctors and special requirements

will also be in the emergency book and iPad that should always be with the staff members. The designated staff member will remain with the child until the child be reunited with their family. This includes transport for medical care if necessary. Safety and privacy must be the first concern for all children in our care, especially those with disabilities, access and functional needs.

Signing In & Out

Every child must be signed in and out at the Director's office upon arrival and departure. The parent/friend/guardian must clock the child in and out on the computer system in the front office. If they don't have a pin number, they must physically sign the child in on the visitor sign in logbook. Each parent/friend/guardian must make verbal and visual contact with their child's teacher before they drop off/pick up their child and leave the premises. The parent/friend/guardian must also sign the physical sign-in sheet in the child's designated classroom with their first and last name as well as the time they are dropping off or picking up.

The Vail Child Development Center closes at 5:00pm, and all staff begin their evening cleanup routine including checking every classroom and attendance sheet to ensure all children have been picked up for the day. Staff also double check each classroom, as well as outdoor play areas to ensure that there are no children unaccounted for. If a child has not been picked up by our closing time, that child will continue to be cared for by one of our qualified staff and the parents will be called to ensure pick-up. If a parent can't be reached, the emergency contacts listed on the child's enrollment forms will be called. Families will be charged \$25 **per child** if picked up after 5:00pm. If a child remains in our care for more than 30 minutes after the center has closed and we have been unable to reach a parent, legal guardian or emergency contact person, the center director will contact local child protective services and/or law enforcement.

Ensuring Where Children Are

Each classroom will have qualified teachers that will verify attendance on a half hour basis within their classroom to identify where children are at all times. An attendance book is in each classroom. Attendance will be taken after each transition or special event, fire drills, emergency exits, field trips, etc. Each staff member is responsible to know the children that are in their care, and to count and recount all children in attendance upon entering and leaving the classroom, playground, bathrooms etc. This count must match the faces of the children to the attendance sheet. The classroom teachers will ensure that each child is signed in upon arrival and signed out upon departure each day. The center Director or Director on Duty will also make periodic head counts throughout the day.

Hours of Operation

School hours are 7:30 a.m. to 5:00 p.m. Monday through Friday.

TVCDC is a Smoke-Free Environment

Due to the known health risks of exposure to tobacco products, secondhand and thirdhand smoke and the health concerns associated with e-cigarettes and marijuana, it shall be the policy of The Vail Child Development Center to provide a tobacco and marijuana free environment for our children, parents, and staff. This policy covers the use of cigarettes, tobacco products including smokeless tobacco products and electronic smoking devices, and marijuana and applies to all employees, parents, volunteers, contractors, and vendors of TVCDC. US Food and Drug Administration (FDA)-approved nicotine replacement therapies are exempt from this policy.

- There will be no cigarette, tobacco product, or marijuana use in any area of the childcare facility or on its grounds (including playgrounds and parking areas) at any time. Field trips, walks, and all

other offsite activities and functions will also be free of cigarettes, tobacco products, and marijuana.

- There will be no cigarette, tobacco product, or marijuana use in any TVCDC owned or operated vehicle or private vehicle used for transporting children on TVCDC activities.
- Any residue or remnant of thirdhand smoke that may arrive with a child to care will be removed from direct contact/exposure of the child. The parent will be notified and the materials either washed on site or returned home.
- All employees, parents, volunteers, contractors, and vendors will be notified about this policy.
- All employees, parents, volunteers, contractors, and vendors are asked to work together to support this policy.

Field Trips

Parents must give permission for a child to attend field trips. In the event of a scheduled field trip parents must complete a field trip permission form giving consent for the child to attend. Babies and toddlers also take walking excursions away from the center in our designated strollers. Parents must also sign a consent for the children to take part in these outdoor excursions.

Teacher to child ratios are strictly observed when on a field trip. When riding in a vehicle, appropriate safety seats are provided for all children, and they are safely secured at all times. Children are never left unattended in a vehicle. A qualified, trained driver will be present in each center vehicle with each group of children. Teachers always have a portable first aid kit and emergency preparedness handbook with them to be prepared for emergencies on the road. Each vehicle will have an individual currently certified in First Aid and CPR as well as instructed in emergency roadside procedures. Teachers carry a cell phone with them while away from the center in case of emergency.

If a child arrives late to the center and the class is away on a field trip, the parent may drop the child off at the field trip site with the teacher if the ratios allow or the child may remain at the center in the office with the director until the class returns to the center.

Information Available

Inspection reports are available and may be viewed in the Director's office upon request.

Child Abuse

The staff of TVCDC are required by law to report any suspicion of child abuse. Parents or guardian must report any abuse or neglect observed in the school to the State of Colorado Human Services. The number for Human Services is 844-264-5437.

Notice of Grievances

Parents of TVCDC's students are also required to inform The Colorado Department of Early Childhood Division of Early Learning Licensing and Administration if they observe any licensing violations or to file a complaint.

710 S. Ash Street
Denver, CO 80246
or call
303-866-5958 or 1-800-799-5876

Other Grievances

Any other concerns or complaints parents wish to address can be brought to the Chairman of the Board of Directors. Written submission of these concerns must be given in a timely fashion or within one month from the date of incident. They must be submitted to:

TVCDC

Attn: Board of Directors

P.O. Box 955

Avon, CO 81620

Or emailed directly to Mike Sadler: Mike@thevailchurch.com

Hardship Exceptions

If you are experiencing a hardship affecting your ability to meet any enrollment agreement term, a provision to apply for a temporary exception exists. Instructions for a Provision Request can be obtained from the center Director.

General School Feedback

Parent suggestions and feedback are highly encouraged. A feedback/comment card is located above the payment drop box in the front office window near parent computer sign in. Prayer requests are welcomed and encouraged through this communication piece as well. These can be anonymous and filled out at any time and placed in the payment drop box. Additionally, feedback can be submitted through the contact us link at www.tvcdc.com. We appreciate the opportunity to hear from parents and work on continual improvement of our school.

Prayer Request Submission

As a Christian Ministry, we value the opportunity to pray for you and your family. Prayer requests are welcomed and can be submitted through the contact us link on our website or they can be placed in the payment drop box at the main sign in point.

Infant Program Components & Details

The Infant years are remarkable. They are filled with discoveries, developmental achievements, independence and challenges. The Infant Team is dedicated to ensuring that your child's needs are met in a developmentally appropriate environment. We can't do our job alone! We rely on the partnership with parents to embrace the journey your child is about to embark on. We are excited to begin this journey with your family.

Preparing Your Baby for Group Care

During a "Meet & Greet" appointment, teachers can learn more about the infant's routines and patterns from the parent. Please fill out "Family Information Sheet" before your child's first day so the caregivers can know your baby's individual needs and routines.

To assist your infant in transitioning to group care there are a few things you can do in advance:

- Expose your baby to other family members, friends and babysitters. Allow your baby to interact with these adults in a safe environment.
- Let your baby sleep in a room while conversation and background noise are going on. This will allow your baby to rest while activity is going on around them.

- Introduce your baby to the bottle well in advance to enrollment. For breastfeeding mothers, ask another adult to feed the baby a bottle of breast milk or formula.

Infants who are walking and over 12 months are eligible to enter the Toddler Room.

Infant Feeding & Lunch/Snacks

- Parents must provide food/breast milk/formula for their child every day. You may leave a container of formula, dry snacks at school. Please bring enough bottles or sippy cups for your child to use throughout the day. We do not rinse and reuse bottles or cups. Indicate on the “Family Information Sheet” what frequency & amount of formula or breast milk your infant requires.
- Each feeding must meet the requirements of the USDA Nutritional Guidelines. These guidelines state infants eating solid or jar foods have at least one serving of fruit and/or vegetable, dairy, and protein at each meal. Infants older than 6 months may have water sippy cups with their snacks. Infants older than 12 months must have 1/3 of their recommended daily serving of milk with lunch.
- Solid foods and snack materials must be ready to eat. We can’t cut food into smaller pieces or heat/cook/prepare the food. We can’t serve water or juice to any infant less than 6 months. The infant team discourages parents from serving juice to their child before 12 months.
- Breast milk storage is in accordance with State of Colorado Licensing standards. Please bring the breast milk already poured into the bottle ready for feeding. With a label, the parent can indicate which bottle to be used first, second and third for the day. If you wish to supplement with formula, please indicate that with your child’s teacher. Breast milk bottles can come to school partially frozen. The breast milk bottles will safely thaw in the fridge during the day. Then we can warm the breast milk bottle to the correct temperature for feeding. We can’t store unused breast milk containers or bottles at school. If you can come and breastfeed at school, we have comfortable rockers for your use. Please stop by. Your baby would love to interact with you during their day. The infant team records what was served and consumed for all bottle & jar food feedings. All infants that cannot sit up and hold their own bottles will be fed directly by a teacher.

Rest Time

Infants have a time to rest according to their individual schedule. Cribs are provided for each child. CDEC stipulates all infants under 12 months of age are not permitted to have blankets in the crib while they are sleeping. All children will lie down for a rest. Teachers will assist infants before rest time either by rocking them or allowing them to self-soothe and fall asleep. No infant will be allowed to cry to sleep. Any infant not actually sleeping will be relocated to play, feeding or rocking to sleep.

SIDS Prevention: Infants are always placed on their backs for sleep. Blankets or pillows are not permitted in the cribs. However, infants may sleep with sleep sacks that allow movement of their arms. Swaddling is only permitted if a written doctor’s order is received from the parent and kept on file in the center. If the infant is rolling from back to front and front to back independently, they are allowed to roll over and sleep. Teachers monitor infant sleeping every 10 minutes by watching the infant’s chest rise & fall.

THE VAIL CHILD DEVELOPMENT CENTER POLICIES AND PROCEDURES VERIFICATION:

A signed verification that the **parent** has received, thoroughly read and agrees to abide by the policies and practices of TVCDC is kept in the child's file. This information shall be obtained at the time of admission or within 30 days thereafter. This is a State requirement. In compliance with the State of Colorado Department of Human Services, TVCDC is required to have your child's information updated on an **annual basis** and kept in your child's file.

Child's Name _____

Parent Signature _____ **Date** _____

I hereby agree that this Agreement may be executed with electronic signatures, and this constitutes as my signature.

THE VAIL CHILD DEVELOPMENT CENTER POLICIES AND PROCEDURES VERIFICATION:

A signed verification that the **employee** has received, thoroughly read and agrees to abide by the parent policies and practices of TVCDC is kept in the employee's file. This information shall be obtained at the time of hire. This is a State requirement.

Employee Signature _____ **Date** _____

I hereby agree that this Agreement may be executed with electronic signatures, and this constitutes as my signature.