

TLC Learning Center Parent Handbook



Educational Services

Infant, Toddler, & Preschool Programs
4 STAR QUALISTAR ACCREDITED

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WELCOME

Welcome to TLC Learning Center. We are happy to have your child with us and will do all we can to help, encourage, and support your child during these early years. We look forward to working together.

HISTORY

Since 1956, TLC Learning Center (TLC) has been dedicated to maximizing the potential of children with developmental challenges through special education and therapy and to be a resource to their families.

In 1989, we expanded our program to include typically developing children. This proved to be an extremely positive experience to all involved. As a result we now strive to maintain a 40/60 ratio of children with and without therapy needs. It is our goal to offer **ALL** children a chance to grow, play, and learn alongside one another in a nurturing, developmentally appropriate preschool environment. In order to meet the individual needs of all children we offer a wide span of services in an integrated learning environment.

In 1997, TLC Learning Center expanded its therapy program to provide Therapeutic Services to children birth up to 12 years of age. These services include physical, occupational, and speech and language therapy.

In 2014, we opened our doors to Infants and Toddlers. We are excited to be able to offer our exceptional programs to our community's youngest learners.

While attending TLC's phenomenal I program, your child will be under the supervision of a very highly qualified and experienced staff. All preschool lead teachers possess a Bachelors or Masters degree, with specific training in early childhood. Our Infant and Toddler staff members have received specific training in, and have experience working with our youngest population. The teachers, therapists, and assistants in all classrooms collaborate to offer a high quality program to all children.

VOLUNTEER HOURS

At TLC Learning Center, we could not be successful without the incredible help we get from parents/volunteers. Each **family** is required to volunteer a minimum of **25 hours per year**. There are various activities to be involved with, including the fundraising committee, donations, thank you notes, general maintenance, and special events. There is a volunteer list for you to choose from which you will receive via email. All parents are required to complete a Volunteer Information Form included in the enrollment packet.

I. General Overview

A. Mission Statement

To provide comprehensive early childhood education and therapeutic services to children specifically designed to assist each child in reaching his or her highest potential.

Our mission is achieved by offering a safe, nurturing environment, which promotes mutual respect and allows for individual differences. We offer experiences that foster the development of positive self-esteem and creativity. Children will discover, learn and develop to their greatest potential through a process of “hands-on” experiential opportunities and positive interactions.

B. Goals

The goals of TLC Learning Center Educational Services are:

1. Program Goal:

To maintain best practices as outlined by Qualistar Standards in the areas of social relationships, curriculum, assessment of children progress, health & safety, teachers, families, community relationships, physical environment, leadership, and management.

2. Family Goal:

To establish and maintain collaborative relationships with each child’s family to maximize the child’s development in all settings.

C. Philosophy

We believe that parents are their children’s first and most important teachers, and that positive child outcomes in all areas of development are dependent upon successful collaboration between home and school, as well as implementation of developmentally appropriate practices (DAP).

DAP involves three basic principles:

1. The program is both age-appropriate and individually-appropriate: that is, the program is designed for the age group served and implemented with attention to the individual needs and differences of the children enrolled.
2. The program effectively responds to the needs of the families.
3. The program ensures positive adult-child interactions.

At TLC Learning Center we respond to and adapt the environment to be developmentally appropriate to meet the needs of all students. Thus, our program reflects a wide range of choices to meet the various developmental levels.

“Children’s play is a primary vehicle for and indicator of their mental growth. Play also serves important functions in children’s physical, emotional, and social development.” ~ NAEYC

Qualistar Rating: TLC Learning Center is rated by Qualistar and has received a 4 star rating in 2011 and then again in 2014. The Qualistar Rating™ is a tool that objectively measures the quality of an early childhood education program. Points earned in each quality component are combined to determine a total rating score, which ranges from a “Provisional” to “4-Star” rating. Qualistar components include: the quality of the learning environment, the program’s family partnerships, the training and education of program staff, the adult-to-child ratio, group size in classrooms, and accreditations.

For additional information on Qualistar please go to: <https://www.qualistar.org>

D. Anti-Discrimination Policy

The TLC Learning Center shall not discriminate on the basis of race, religion, color, creed, national origin, gender, age, sexual orientation, national origin, ancestry, citizenship, disability, veteran status, or any other protected classification in the provision of its services.

E. Therapeutic Services

TLC Learning Center offers a variety of services through Therapeutic Services

Therapeutic Services

- a. Offered for children from birth up to 12 years of age.
- b. Services include: Occupational Therapy, Physical Therapy, Speech Therapy, and Brain Integration Technique. A YogaKids program is also offered.
- c. Services are provided in the home and/or on site here at the Center. Therapy services may be requested through the Therapeutic Services Manager.
- d. **There is a fee for all therapeutic services.** Families may be eligible for payment of fees through private insurance, Medicaid, state approved funding sources and private pay.

II. Organizational Structure

The Executive Director (ED), with the support of the Leadership Team (Educational Services Manager, Therapeutic Services Manager, Accountant, Development Manager, and Administrative Assistant) are responsible for all issues related to TLC Learning Center, including personnel, curriculum, parent-support activities, fundraising (including grant writing, overseeing fundraising events), public awareness, and marketing.

The ED is supported by a volunteer Board of Directors consisting of community members, current and alumni parents who hold a special interest in supporting quality preschool education and therapeutic services to children from our community. The Board meets at TLC Learning Center each month. A current list of Board Members is available upon request. Together, the Board members manage the goals and principles of the organization. Each Board Member serves a two year term with the option to serve a maximum of six years.

Direct service staff (teachers, therapists and teaching assistants) are responsible for the delivery of early childhood services and therapy to all children. Their responsibilities include; identifying specific goals and objectives, implementing research-based curriculum/treatment, assessment of children, meeting with families, and delivery of services in a developmentally appropriate manner. Our entire staff is highly qualified. Please view our website for additional information on our staff.

III. Specific Educational Services Information

A. Curriculum and Assessment

Our curriculum tools are research-based, and include all of the following:

Creative Curriculum[®] is the country's leading comprehensive, scientifically based curriculum for children birth to six years of age. This nationally known model for best practices provides the teachers

with information on the strengths and needs of each of their students, as well as content on instructional practices. Teachers use the *Creative Curriculum*® for observation, assessment, planning, and implementation of a developmentally appropriate program that promotes children's social-emotional development and learning in the core areas of literacy, mathematics, science, and social studies. Children's progress is assessed throughout the year using the Teaching Strategies GOLD progress mapping system. You can find more information at www.creativecurriculum.net.

Teaching Strategies "GOLD" is an assessment tool used at for tracking student progress in the following areas of development: Social-Emotional; Physical; Language; Literacy; Cognitive; Mathematics; Science & Technology; Social Studies; and The Arts. Ongoing observation and GOLD benchmarks are used by the classroom team to select goals and to plan effective instruction for groups as well as for individual students. Goals and activities are based on each student's needs. Progress is checked three times throughout each program year, and teachers will share progress with parents at parent-teacher conferences. GOLD is part of the Colorado Department of Education *Results Matters* initiative. For more information, please visit: www.cde.state.co.us/resultsmatters.

If, through observation and the GOLD check point process, we feel that a child will benefit from further developmental evaluations, we will meet with you (parent/guardian) to discuss our observations. Results of your child's assessments remain confidential unless you have signed an "exchange of information" permission form. With parent permission, formal evaluation tools may be used at TLC Learning Center to assess a child's developmental level(s). If it is determined that a child may benefit from therapeutic services, the following evaluation tools may be utilized with parent permission: *Preschool Language Scale, Battelle Developmental Inventory, Peabody Developmental Motor Scales, Sensory Profile, Peabody Picture Vocabulary Test III, Expressive Vocabulary Test, and/or Goldman Fristoe Test of Articulation II to name a few examples.*

Zoo-phonics® is an exciting, multisensory approach to learning all aspects of language arts. Children are introduced to letter sounds and names using animals which are of high-interest to young children. *Zoo-phonics* prepares children to become strong readers and writers through a whole brain approach: phonological awareness (hearing sounds), oral (speaking), visual (seeing), kinesthetic (moving), and tactile (touching). *Zoo-phonics* is currently used internationally as a highly effective language arts program for our youngest learners. Visit www.zoophonics.com for more information.

Story Book Journey Curriculum was developed by Sue McCord, educator and former director of the University of Colorado's Child Learning Center. She uses a magical approach to organizing children's learning around in-depth explorations of stories and all their possibilities. By anchoring a curriculum in a single story over an extended period, teachers can offer children opportunities to experiment, grow, and overcome challenges in new and exciting ways. More information about this curriculum is available in her book, *Storybook Journey: Pathways to Literacy through Story and Play*.

Handwriting Without Tears®, the award-winning Get Set for School™ Pre-K program, uses lively music and playful activities to help young children build a solid foundation for school success. This upbeat program introduces a readiness curriculum full of developmentally appropriate activities that teach children about letters, body awareness, numbers, sequencing, and sharing in a fun, engaging, and informal manner. Parents can easily access additional information, handouts, words to captivating songs and more on their website: www.hwtears.com

Pyramid Plus Approach is a positive behavior support system that was specifically designed "to increase the use of evidence-based early childhood social-emotional and inclusive practices in early care and education settings." It promotes social-emotional competence for all children, and ensures: nurturing and responsive relationships, high-quality supportive environments, and specific interventions for children with challenging behaviors. The success of Pyramid Plus Approach relies

upon collaborative partnerships with parents. To learn more, please visit the website: <http://www.pyramidplus.org>.

Project Based Learning This is a hands-on, in-depth approach to learning which integrates all areas of learning: motor, language, social-emotional, literacy, mathematics, social studies, cognitive, science & technology, and the arts. The students become “young investigators,” while the adults become learning “facilitators.” Through this highly-engaging approach to learning, children have the opportunity to collaborate, think critically and creatively, learn self-sufficiency, take initiative, and apply learning through active participation in a real-life project. “Children from preschool classes that offered ample opportunity for child-initiated activity showed the greatest mastery of basic reading, language, and mathematics skills” (Marcon 1992, 1995, 2002). Parents have the opportunity to actively participate in a project through becoming “expert visitors” in the classroom, providing tools for the young investigators, and participating in “site visits” with the children and staff.

B. School Calendar

The TLC Learning Center school calendar is based on a 12 month program. (August to August) Please refer to the calendar for more information.

C. Home Visits

Prior to your child’s first day of school, teachers will contact parent/guardians to set up an individual visit to discuss the following; your child’s interests, strengths, concerns and goals for your child for a successful transition into school.

D. Back to School Night

A parent orientation will be scheduled early in the school year for preschool students. All parents/guardians are encouraged to attend. We strongly encourage each family to secure childcare for siblings. For our infants and toddlers, orientation will be face-to-face and individualized.

E. Parent Teacher Conferences

Parent teacher conferences are scheduled three times a year. Parents/guardians are the child’s first and most important teacher. Parent/guardians participation in conferences is VERY important.

F. Parent Toolkit Nights

Parent Toolkit Nights are scheduled throughout the year and are based on topics of interest and needs. This is an opportunity for parents/guardians to learn. Topics will include transition to Kindergarten, Pyramid Plus Approach, and much more.

G. Program Hours:

Infants, Wobblers, and Toddlers: These classrooms are open 7:30 AM-5:30 PM. Parents choose the drop-off and pick-up times based on family needs.

Preschool Half Day preschool program hours: Monday – Friday 8:30 a.m. – 12:00 noon.

Preschool Full Day preschool program hours: Monday – Friday 8:30 a.m. – 3:30 p.m.

Before and After School Hours: Monday- Friday 7:30 a.m. - 8:30 a.m.; 3:30-5:30 p.m. Before School hours are available to all students. After School hours are only available for Full Day programs.

No child may be at TLC Learning Center more than nine consecutive hours a day.

I. Parking

Parents enter the parking lot via the north driveway and park in available spots on the south side of the building. Parents should exit through the south driveway. Street parking is also available. Enter the building through the main doors on the south east side of the building. **PLEASE RESPECT THE HANDICAPPED SPACES and PLEASE DRIVE SLOWLY.**

J. Arrival and Dismissal Procedures

Transition times are difficult for children. When routines are established, confusion diminishes. Please follow the following arrival and dismissal procedures.

1. All children and their families should enter through the main front doors and children **must be accompanied by an adult to their classroom**. You must *sign in* your child at the front office. No child should be left unattended at any time in the hallways, parking lot, bathrooms, or classrooms.
2. For everyone's safety all exit doors are locked, and parents are asked to use their assigned code for entry into the building.
3. Arrival:

Preschool Half Day students should arrive no earlier than 7:30 a.m. and no later than 8:30 a.m. Students should be picked up at 12:00 noon.

Infants, Wobblers, and Toddlers should arrive no earlier than 7:30, and be picked up no later than 5:30 p.m. Parents should ensure that the child's time at TLC Learning Center is no longer than nine hours on any given day. We ask that parents inform the classroom staff about drop off and pick up times for the following week in advance.

Preschool Full Day students should arrive between 7:30a.m. and 8:30a.m., and be picked up no later than 5:30 pm. No child may be at the Center more than nine consecutive hours a day.

If you arrive early, please remain with your child until the designated opening time.

4. Dismissal:

At the close of the classroom activity, your child will be released to you or other designated person for whom the school has written authorization. No child will be released to an unauthorized person. If your child will be transported by a person not recorded on their enrollment form, you will need to notify the office in advance (or by phone if case of an emergency). The designated person will then be required to show personal identification at the office prior to the child being released.

Please check your child's cubby at the end of each school day for projects and notes that need to go home.

Children who attend full day classes should bring home their nap belongings at the end of each week to wash.

If a child is not picked up at the end of your child's scheduled day, efforts will be made to contact the parent, designated pick-up person(s), and emergency contacts. If there is no success, the police department and the Department of Housing and Human services will be notified.

5. If there is an emergency and you will be late picking up your child, please call the office immediately.

K. LATE PICK- UP POLICY

In an effort to honor Teachers', Therapists' and Teaching Assistants' time, both professionally and personally, TLC Learning Center expects that all children will be picked up promptly at the end of their school day (12:00, 3:30 p.m. or by 5:30 p.m.). Any child who is picked up late for any reason will be billed a late fee as outlined in the following policy.

Parents who are chronically late will be asked to meet with the Executive Director to discuss alternative transportation arrangements, and/or continued enrollment of their child. Please review our late pick-up policy.

POLICY

1. Any parent/guardian who anticipates arriving late for their child's pick up should call office to inform the Center of the situation.
2. The TLC Learning Center has a clock above the sign-in/sign-out sheets in the front hall. This clock will serve as the "official clock". Parents are asked to synchronize their watches/clocks with the "official clock".
3. TLC Learning Center defines late pickup as any pickup five (5) minutes after the end of the school day.
4. If the parent/guardian/caregiver is later than 5:30 p.m., he/she will be charged \$1.00 per minute beginning with the first minute (i.e. 5:31 p.m.).
5. A Late Pick-Up Form, indicating the child's name and late arrival time, will be completed by TLC Learning Center staff. Both the staff and parent will sign this form, regardless of whether a late fee is assessed or the exception rule is used.
6. Completed Late Pick-Up Form(s) will be submitted to the Educational Services Manager for review, submitted to the E.D., and then forwarded to the Accountant for billing.
7. All late fee(s) will be added to the following month's tuition bill. Adjustments are not made for children receiving scholarship or other childcare/preschool subsidization. Failure to make a timely payment will be subject to the provisions of the handbook addressing the late tuition payment and the penalties thereafter.

K. Sign In/Sign Out

The TLC Center is a licensed facility by the State of Colorado. According to our license, it is required that children be signed in and out on a daily basis. Therefore, parents are required to sign their children in and out, identifying the time of day on the attendance sheets which is located in the front hall on the counter. In the event that there is an emergency, these sign-in sheets are gathered so we know which children are in the building.

Children will **only** be released to persons designated on the enrollment form. If your child will be transported by a person not recorded on their enrollment form, you will need to notify the office in advance (or by phone if case of an emergency). The designated person will then be required to show personal identification at the office prior to the child being released.

L. Outdoor Play

The children are scheduled to go outside each day except in cases of extreme weather. Please remember to send appropriate clothing for weather conditions (i.e., boots, hats, mittens, etc.).

Due to allergies and sensitivities parents are asked to apply sunscreen and insect repellent before bringing children to school. In your enrollment packet there is a permission form if sunscreen needs to be re-applied. If your child has an allergy please provide sunscreen.

M. Supervision of Children

Your child will be enrolled in a class that has 2 qualified adults (either 2 co-teachers or 1 lead teacher with 1 aching assistant) who will support your child's learning throughout the school year.

After your child is dropped off (signed in) and up until the time he/she is picked up (signed out), your child will be under the direct supervision of the teacher, teaching assistant and/or therapist. At all times, it is the classroom teacher's responsibility to know who is working with/supervising a child.

Once your child has been picked up (signed out by the parent/guardian), it is the parent/guardian's responsibility to supervise the child. Please be sure that your child remains with you while entering and exiting the building. Please be sure that your child is always within your reach.

We offer a low adult: child ratio throughout the day, in order to meet the individual needs of our children. Additionally, there are therapists in the classroom supporting the children with therapeutic needs. With these low ratios, we meet or exceed Qualistar and Department of Human Services adult: child ratio standards.

N. Visitor Policy

All visitors must check in at the office. Upon review of a current ID visitors will be asked to sign the visitor log located on the counter in the front hall and the purpose of the visit. They will then be given a visitor's pass and escorted to the appropriate area. Upon leaving, visitors will check out with administrative staff and turn in the visitor's pass.

IV. Enrollment Policies

A. Eligibility and Fees

1. Preschool Program

The primary eligibility for this program is age. We provide early childhood education for children 2.5 yrs to 5 years of age in our preschool classrooms. We serve children with and without special needs in an inclusive classroom environment.

2. Infant, Wobbler, Toddler Program

Children six weeks to 36 months of age are eligible to participate in our Infant, Wobbler, and Toddler classrooms. Children will transition between infant, wobbler, toddler, and preschool classroom based on individual readiness. Families will be included in the transition decision and process. We serve children with and without therapy needs.

3. Scholarship Grant Program

A scholarship program is available to families who qualify, based on family size and income. Families may receive a reduced rate of their monthly fees. We ask that families seeking financial scholarships first apply for CCAP assistance. Students who are age-eligible for the Colorado Preschool Program are asked to complete the CPP process. TLC Learning Center does serve both CCAP and CPP students. See the Accountant and Educational Services Manager for availability and eligibility guidelines.

B. Admission and Registration Procedures

The registration process includes the following: Completion and submission of the registration form; submission of the \$75 non-refundable registration fee; and submission of the Intake Inquiry form. Parents are strongly encouraged to schedule a tour of TLC Learning Center. This completes the registration process, at which time the registration process is complete. Following completion of this registration process, the enrollment and admission process begins. Registration paperwork is available to download on our website at www.LearningWithTLC.org.

V. Enrollment Materials

Enrollment materials will be distributed with the parent handbook. Included with the parent handbook is a statement required by the Department of Human Services, CRS 7.702.61 b 1-3, of the Minimum Rules and Regulations for Child Care Centers, stipulating that “Parents signatures are secured indicating they’ve read and agree to the center’s policies and procedures.”

ENROLLMENT MATERIALS MUST BE TURNED INTO THE OFFICE BEFORE THE CHILD’S FIRST DAY OF PROGRAMMING. Required enrollment paperwork includes an updated health appraisal (within last 12 months), proof of up-to-date immunizations, and a copy of the child’s official birth certificate. Health appraisals must be updated and submitted every 12 months.

Children will not be allowed to remain at school without the necessary enrollment materials unless specific arrangements have been made with the Educational Services Manager.

VI. Tuition Policy and Payment

Program Fees:

Non-refundable Registration Fee \$75.00 One-time

Annual Registration Fee (Assessment Tool Fee) \$10.00

Preschool Half Day Program:

Tuesdays and Thursday \$341.00/month

Monday, Wednesday, Fridays: \$475.00/month

Monday through Friday \$668.00/month

Drop in fee with prior authorization \$35 per day

Early Drop off/Before School 7:30 am-8:30 am Included in tuition

Full Day Program: Tuesday and Thursdays \$573.00/month

Monday, Wednesday, Friday \$797.00/month

Monday thru Friday \$1122.00/month

Drop in fee with prior authorization \$60 per day

Early drop off/Before School: 7:30 am-8:30 am Included in tuition

Late pick up/After school: 3:30 pm-5:30 pm Included in tuition

(Children are not allowed to be at school for more than 9 hours a day. No Exceptions!)

Tuition has been prorated for a 12 month period. The charge remains constant throughout the year **regardless of holidays and semester breaks.**

1. A Tuition Agreement is part of the enrollment packet and must be returned prior to your child’s starting the program.
2. Tuition is due the first day of the month and is considered late by the 10th. A **\$10.00** late fee will be assessed for all payments on the 11th or later.

3. Thirty days written notice must be given to the Center if you wish to withdraw your child from any educational services program.

VII. Medical Information

A. Physicals and Immunizations

All children enrolled in the infant, wobbler, toddler, and preschool classrooms are required to have *Proof of Immunizations* **prior** to their first day of attendance. We can access your child's immunization records through CIIS. Please inform the Administrative Assistant if you would not like to participate in this program.

Parents **MUST** also submit a dated statement of the child's current health status signed by a health care professional who has seen the child within the last twelve months. This form is required within the first 30 days of attendance. A health form is available in the enrollment packet. It is the parent's responsibility to reschedule a physical every twelve months, and to submit the updated health appraisal to TLC when updated. Failure to provide proof of up-to-date immunizations and/ or an updated physical as required may result in temporary exclusion.

B. Illness

The parent, legal guardian, or other person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from TLC Learning Center. We may suggest that the parents consult with the child's health care provider and ask the caregiver to inform us of the advice/ diagnosis received from the health care provider. The advice of the child's health care provider shall be followed by TLC Learning Center.

TLC Learning Center shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in activities as determined by the staff;
2. The illness results in a greater need for care than the staff can provide without compromising the health and safety of the other children as determined by the staff;
3. The child has any of the following conditions:
 - a) Fever, accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to be included at the facility;
 - Fever is defined as an elevation of body temperature above normal. Oral temperatures above 101 degrees F; rectal temperatures or tympanic (ear) temperatures above 101.5 degrees F; axillary (armpit) or temporal (forehead) above 100.1 degrees F are considered to be above normal in children.
 - b) Diarrhea, defined by watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children with diarrheal illness of infectious origin generally may be allowed to return to school once the diarrhea resolves, or when the health care provider has determined the child may return to the facility. If your child has diarrhea during the school day, we will ask that you pick your child up and not return to school for at least 24 hours after the last time your child has had diarrhea, or one entire school day.
 - c) Vomiting, defined as the forceful expulsion of the contents of one's stomach through the mouth and sometimes the nose. If your child vomits during the school day, we will ask that

you pick your child up and not return to school for at least 24 hours after the last time your child vomits, or one entire school day.

- d) Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In cases of non purulent pink eye, exclusion shall be required only if the healthcare provider recommends it.
- e) Pediculosis (Live head lice/Nits)
- f) Pertusis (whooping cough), Signs and symptoms of possible severe illness include:
 - lethargy that is more than expected tiredness,
 - uncontrolled coughing,
 - difficult breathing, or wheezing,
 - other unusual signs for the child

If your child has been diagnosed with any of the following illnesses, the following timelines must be followed before they return to the Center. The general rule is 24 hours **after** the symptoms subside:

- a) Pediculosis (Live head lice/Nits), they may return after treatment is completed and checked by the administrative staff.
- b) Scabies, they may return after treatment has been completed.
- c) Impetigo, they may return 24 hours after treatment has been initiated.
- d) Strep throat or other streptococcal infection, they may return 24 hours after initial antibiotic treatment and no fever present.
- e) Varicella-Zoster (Chickenpox), they may return after all sores have dried and crusted (usually 6 days).
- f) Pertusis (whooping cough), they may return after treatment has been completed.

If there is an outbreak of a communicable childhood disease (ie. chicken pox, pertusis,) those children who have not been immunized against those illnesses shall be excluded from class and their parents will be notified. They shall not return to school until the outbreak is complete.

Children **without** a fever who have mild symptoms associated with the common cold, sore throat, croup, bronchitis, rhinitis (runny nose), or otitis media (ear infection) shall not be denied admission to the Center, sent home from school, or separated from other children in the facility unless their illness is characterized by one or more of the following conditions:

- a) The illness has a specified cause that requires exclusion, as determined by other specific conditions as listed above.
- b) The illness limits the child's comfortable participation in child care activities.
- c) The illness results in a need for more care than the staff can provide without compromising the health and safety of other children.

Treatment with antibiotics shall not be required or otherwise encouraged as a condition for attendance of children with mild respiratory tract infections unless directed by their Health Care Provider.

☞ **Please call the school office if your child is to be absent from school.** ☞

C. Medication and other Healthcare needs

Please see the Educational Services Manager regarding the dispensing of medication and other healthcare needs. Individual health care plans signed by a physician, must be on file for children requiring additional support/intervention.

All medicines will be stored and administered according to the Medication Administration policy section 12-38-132 C.R.S. of the Nurse Practice Act.

As required by licensing, a childcare health consultant will be part of TLC Learning Center team.

D. First Aid Emergency Responses

In the event of an accident or sudden illness that TLC Learning Center staff feel requires emergency medical treatment, emergency technicians will be contacted first and then every effort will be made to contact parents and inform them of where they can meet their child. It is important to notify the office of any changes in phone numbers or addresses. If it is necessary to take the child to the hospital, a TLC Learning Center staff member will accompany your child while being transported to the nearest hospital.

E. Allergies

It is essential for you to keep us informed of any allergies or sensitivities affecting your child.

Although this is a question on your medical form, sometimes allergies develop as the result of illness or medications. Please make sure that you report all changes in your child's medical profile to the Educational Services Manager and classroom teacher.

F. Medical Insurance Information

Caregivers are expected to turn in a copy of their child(s) insurance card with their enrollment packet. In the event that your medical insurance changes, it is your responsibility to provide a copy of your current insurance information. If your child receives therapeutic services and your information is not updated, the result may be personal responsibility for payment of services.

VIII. Emergencies

A. Injuries

We have persons on our staff with current first-aid cards and CPR cards. In case of a medical emergency at school, appropriate first-aid will be administered. Parents are called immediately, and if necessary a call is made to the child's doctor. When required, we dial the emergency services (911), transport to the hospital, and meet parents and doctors there. As noted above, if transport is required, your child will be accompanied by a TLC Learning Center staff member, unless you or your designee is available at the time of transport.

On the Statement of Responsibility Form, we ask your permission to follow emergency procedures, including use of Longmont United Hospital's Emergency Room. We request the name and telephone number of a person other than yourselves to be reached as an emergency contact, as well as your child's doctor's name and telephone number so he or she can be contacted.

On site visits, we carry a first-aid kit and parent contact information, and we designate a staff person to be in charge if a child needs emergency transportation.

B. Fires

In case of a fire, the children will be immediately evacuated from the building. The fire department is automatically notified through our continual monitoring system. Evacuation maps are located in every room of the Center, and a written Fire Drill Procedure is in effect,

C. Tornadoes

Tornado Watch (a tornado may occur): When a tornado **watch** exists, routines may be maintained until such time as skies become threatening. Then, spotters, teachers, aides, and/or other school personnel will be posted to watch for more severe weather conditions. We also monitor local news/radio for weather emergency updates.

Tornado Warning (a tornado has been sighted): When the approach of a severe storm or tornado is noted or a tornado **warning** is announced, all students and staff will seek appropriate shelter. Location of tornado shelters are posted in every room. Children will not be released during a tornado warning.

D. School closings due to weather

In the event of inclement weather, the Executive Director will determine whether the facility will be closed. A decision will be made no later than 7:00 am. Please check 9News, Facebook, or the Center's website for closures. When possible, the answering machine at TLC Learning Center will be changed to reflect the closure.

If the weather turns bad while your child is at the school, you are welcome to pick up your child early. If bad weather causes you to be late picking up your child, please let the office know as soon as possible.

Our facility is air-conditioned and would not be expected to close during excessively hot weather.

E. School closings due to on-site emergency

If for any reason the school needs to be closed due to an emergency, power outage, weather conditions, etc., we will notify you to pick up your child immediately. If you cannot do this, you will be required to have another person pick up your child. If the school needs to be closed for extended repair, a TLC Learning Center staff member will notify families as soon as possible.

If there is reason for an emergency evacuation of the building, arrangements have been made with the Plaza Convention Center (within walking distance of the Center) to house the children. Children will remain supervised until their parents can be notified and all children have been picked up.

F. Lost Children

During the current school year, we maintain a photo file on all enrolled children. While we have never had a "lost child incident" at TLC Learning Center, we feel that it is important to always be prepared. Therefore, in the event that a child should become lost from the group, law enforcement agencies will be immediately notified and provided with a current photo of the child. Parents will also be immediately notified.

XI. Transportation

A. Site Visits (Preschool)

Site visits are an integral part of Project-Based Learning. They are well-planned field trips, which have a very specific purpose related to the ongoing "project". The students ("young investigators") determine, before each site visit, what they want to learn on the site visit, and what questions they will ask at the site visit. During the site visit, the young investigators will record what they have learned

through photography and drawing/writing. The experts at the site visit, as well as the parent chaperones, will help the young investigators to explore, question, and record in a very intentional manner.

For some site visits, students, staff, and parent chaperones may walk to the site together. From time to time, there may also be a planned site visit that requires transportation by the parent/guardian to the “site” and back to school. Parent participation is strongly encouraged, as these site visits are opportunities for parents to extend this learning into the home. Finally, a site visit opportunity may be planned by the staff, and become a very personal parent-young investigator opportunity. In this case, the young investigators will share the knowledge gained with their fellow investigators when they return to school.

For all site visits, staff members will carry first aid kits, child emergency information, and cell phones in case of an emergency.

B. Car Seats

When a site visit requires private transportation in a personal vehicle, parents/guardians will transport their own children to and from the site visit. Colorado State law requires that children one to four years of age are transported in a height-and-weight appropriate forward-facing child safety seat. Children over 40 pounds must be restrained in a child booster seat or with a child safety belt-positioning device, unless they are 55 inches tall. Children may not be transported in the front seat of a vehicle.

C. Permission Slips for Site Visits

In the “Statement of Responsibility” that parents/guardians sign as part of the enrollment packet, parents are asked whether they want their child to participate in walking field trips (site visits). For all trips that require vehicle transportation, you will be notified ahead of time. Site visit arrival times will be posted in advance, and parents will also be notified via weekly newsletters and/or separate notes/emails. Due to the fact that parents transport their own children *to and from* site visits, no special signed permission form is necessary, though parents are asked to inform the classroom teacher if the child will not be participating in a scheduled site visit. This allows the site visit experts to carefully plan for the appropriate number of children and adults. Parents are asked to arrange child care for students’ siblings, as it may be difficult for sites to accommodate a larger number of children.

X. Children’s Personal Belongings

A. Personal belongings and money

Each child will have a designated place to put personal belongings, projects, notes to parents, etc. Children are asked NOT to bring money to school unless specifically requested. Staff cannot be responsible for personal belongings and money brought from home. Furthermore, bringing toys from home is discouraged unless approved by the classroom teacher in advance.

B. Change of Clothing

The children that attend TLC Learning Center have fun, and sometimes having fun gets messy. Please provide a *complete* change of clothing (socks, underwear, pants or shorts, and a top) that can remain at the school. We ask that parents of infants, wobblers, and toddlers provide two changes of

clothing. The clothes will be stored in your child's cubby. Please replenish the items when they have been used, during seasonal changes, and as your child grows throughout the year. *Please be sure to label every article of clothing.*

C. Diapers/Toileting

Children are not required to be toilet trained to be enrolled at TLC Learning Center. A toilet-training program can be discussed with the child's teacher (regarding readiness).

If your child uses diapers, you are required to supply disposable diapers to ensure that we are using the ones that are best for your child. We will place a note in your child's cubby when the supply is running low. Parents of children in diapers or pull-ups are also asked to supply a container of wet wipes, and to replenish as needed.

Infants are checked a minimum of every two hours, and are changed as needed when the need for an additional change is evident. Wobblers and Toddlers are checked at least every 2.5 hours, and are changed when the need for an additional change is evident. Preschool children are changed a minimum of one time per session (or more as needed). Staff members are required to wear disposable gloves for each changing. Children are required to use appropriate hand washing techniques (with assistance as necessary) after changes of diapers and/or toileting.

Children can access the bathroom for toileting as needed. All children are encouraged to be as independent as possible, but assistance is available as needed for clothing adjustments and hand washing.

Staff will follow recommended procedures for hand washing and diapering as outlined in the Colorado Minimum Rules and Regulations for Child Care Centers (Department of Social Services).

XI. Snacks

A. Food Program

****NO NUTS (peanut OR tree nut) – Due to the severe allergies of some of the children, TLC Learning Center is a nut-free environment. Snacks and birthday treats brought in must be store-bought (with a list of the ingredients still attached). Before bringing in any food to share with the class, please ask your child's teacher about any specific food restrictions.**

Daily Snack Program: We serve a morning snack and an afternoon snack daily. The snacks will include healthy choices for children. Fresh fruits and vegetables are part of the monthly menu plans. There will be a parent education component to the program as needed. We will also be asking families to help us with the financial needs of this program through cash donations and purchase of food from the pre-selected food list.

Snack time is an important part of your child's day. Besides the nutritional value, snack time offers an opportunity to observe, learn, and practice self-help and socialization skills.

Special Diets: If your child is on a highly restricted diet: gluten free or multiple intolerances to food and food ingredients, we ask that you send in the appropriate snack food for your child to ensure the proper requirements are met.

Homemade snack policy: Due to the large number of children with food sensitivities, homemade food items to be shared are not allowed.

Wobbler, Toddler, & Preschool Lunches: Parents provide the daily lunch for their children. We encourage healthy lunches, and ask that all containers are labeled with the child's name. Remember that we are a *NUT FREE FACILITY*. We request that if you prefer to send a "warm" lunch, the lunch

should be sent in a thermos, because TLC Learning Center will not utilize a microwave for warming food. *Please do not send food in glass containers or plastic bags.*

Infants: Parents of infants provide formula or breast milk in bottles daily. Each bottle must be labeled with the child's name, and should be dated. We encourage breast feeding, and provide a place for mothers to breastfeed their babies.

B. Birthday and Party Treats: Store bought items must come in the original packaging, so that we may check the label to ensure compliance with our "No peanut or tree nut policy", as well as other ingredients a child may have a sensitivity to. Fresh fruit and vegetables are always a welcome treat.

XII. Discipline Policy

A "discipline" policy is required by programs that possess a child-care license through the State of Colorado Department of Housing and Human Services. It is important to know that "discipline" is different than "punishment". Discipline is a way to help children learn safe ways to participate in class, express feelings, resolve conflicts, and solve problems in a peaceful manner.

Our Center has adopted the *Pyramid Plus Approach* model as a positive behavior support system. Pyramid Plus Approach promotes social-emotional competence for all children, and ensures: nurturing and responsive relationships; high-quality supportive environments; and specific interventions for children with challenging behaviors.

Our discipline policy is based on clear expectations and is built on children's strengths. Clear center-wide expectations (rules) include the following:

- We keep ourselves safe.
- We keep our friends safe.
- We keep our things safe.

We have developed clear expectations for transitions from one area of the building to another, and for the playground as well, to ensure the safety of all. All expectations are intentionally taught to the children, and practiced throughout the year.

We use positive language (i.e.: "We use walking feet to keep ourselves safe" rather than "stop running"). We help students to identify and express their own feelings and recognize the feelings of others and we help children to find safe, acceptable ways to express their feelings.

Staff members are never permitted to use corporal punishment. Individual behavior plans, if necessary, are developed in collaboration with parents. Kid Connects helps to support the Center in the creation of high-quality supportive environments. The Kid Connects consultant is also available to support nurturing environments at home.

See Parent/Family-School Partnerships policy for more details.

XIII. Reporting Child Abuse

Staff members of TLC Learning Center are required by law, CRS 7.702.41, of the Minimum Rules and Regulations for Child Care Centers, to report any reasonable suspicion that a child has been subjected to abuse or neglect. This report will be made immediately to the Boulder County Department of Housing and Human Services or local law enforcement agency.

Also, parents have the right to report concerns they may have regarding childcare providers for their children. Please read the letter at the end of the Parent Handbook from the Department of Human Services regarding your rights, or call:

XIV. Communication Between The Center and Parents

A. Daily Communications

The staff at TLC Learning Center strives to foster an open line of communication between the school and home. Staff and parents should determine what form of communication works best: email, notes, phone call, etc. While teachers and therapists may not be able to respond on a daily basis, every effort will be made to keep you informed about your child.

B. Monthly Communications

Our Monthly Parent Note is sent home either by email or in your child's cubby. This illustrates activities children have been participating in, upcoming events and important notices. Outside your child's classroom your teacher will post weekly lesson plans and classroom center's arrangements.

C. Parent Information Board

New information will be posted on the bulletin board, near the reception area. The information board will offer monthly bulletins and newsletters from various organizations dealing with both families of special needs and typical children. Please review this information on a regular basis and if there is an article you are interested in, we would be glad to make you a copy. Also, if you have something you would like to share with other families, please bring it to our attention.

There is also a Backpack Series bulletin board in the front hall with articles and handouts for families. These are rotated on a monthly basis and provide information from a variety of sources including Pyramid Plus Approach.

D. Family Needs Assessment

The Executive Director, Educational Services Manager, and Therapeutic Services Manager are available to work with and assist families in accessing other community resources.

E. Scholastic Book Club

We will send home book club order forms on a monthly basis. The scholastic book club offers young children's books at a reduced rate. Please feel free to order books whenever you wish; however, there is no requirement to order any books. We will try to send in orders the first week of the month.

XV. Concealed Weapons

A. Possession of a firearm of any kind inside TLC Learning Center is strictly prohibited. Any firearm must remain inside an adult attended and/or locked motor vehicle and is secured in a closed and locked glove compartment, console, or trunk. Only sworn law enforcement is permitted to carry a firearm on the TLC Learning Center Campus.

XVI. Miscellaneous

A. Videotaping and Photography

Each year families give permission for their children to be videotaped and/or photographed. If you are taking video or pictures (for example, for your child's birthday party celebration) please check with your child's teacher regarding which children can be included.

If you are videotaping and/or taking pictures for professional or documentary needs, etc., please speak to the Executive Director first, as a separate release for photos is required.

B. TLC Learning Center's Policy on TV/Video and Media Usage (7.702.41.M.)

During classroom hours (8:30-12:00 for half day classrooms, and 8:30-3:30 for full day classrooms), TV and media usage will be educational in nature. Televisions, computers, and other forms of media will not be used for entertainment purposes.

C. TLC Learning Center's Policy regarding care of a child who arrives late, and the child's group is not at the center (7.702.41.Q)

In the event that a child arrives after the official start of class, and other students are not in the building or on the playground, the Educational Services Manager or Executive Director will assign the child temporarily to another classroom that is age-appropriate, as long as the parent is in agreement and the addition of this student does not exceed the licensed capacity of the classroom until the student's class members return to the building. If an alternate placement is not appropriate or possible, the Educational Services Manager or Executive Director may assign a staff member to supervise the child until the child's classmates return to the building. The parent may, instead, choose to take the child home.

D. TLC Learning Center's Policy regarding TLC's withdrawal of child from TLC Learning Center (7.702.41.Z)

In the event that TLC Learning Center determines that it is unable to provide the necessary services for a student, TLC will provide, in writing, notice of termination of services fourteen calendar days in advance of withdrawal of services. The type of services to be terminated will be included in the written notice.

E. Breastfeeding Friendly Policy

TLC Learning Center is a breastfeeding-friendly facility. We have made a commitment to the importance of breastfeeding, especially exclusive breastfeeding. We encourage all families and staff to breastfeed and staff to breastfeed infants, and we encourage this practice in the following ways:

- ~ We have a written policy.
- ~ We train staff annually.
- ~ We inform women and families about the importance of breastfeeding.
- ~ We provide learning and play opportunities which normalize breastfeeding for children.
- ~ We ensure that all breastfeeding families we serve are able to store and label milk properly for child care use.
- ~ We provide a breastfeeding friendly environment.
- ~ We support breastfeeding employees.
- ~ We ensure that each infant has an individual feeding plan that supports best feeding practices.
- ~ We contact and coordinate with local skilled breastfeeding support and actively refer to community resources.
- ~ We continue to learn about protection, promotion, and support of breastfeeding.

A copy of the TLC Learning Center Breastfeeding Friendly packet is provided to parents of all infants and wobblers, and there are copies available in the foyer at TLC Learning Center. Any parent may receive a copy on request. The packet includes details of each of the above



TLC Learning Center

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TLC Learning Center Healthy Eating Policy

TLC Learning Center supports your child's healthy food choices by:

- ✓ Gently encouraging children to try fruits and vegetables and giving positive reinforcement when they do.
- ✓ Role-modeling positive behaviors by eating fruits and vegetables in the presence of children.
- ✓ Observing and supporting hunger and fullness cues.
- ✓ Providing opportunities for nutrition education for parents and staff.
- ✓ During celebrations and holiday parties, our program will offer fruits and vegetables and other healthy foods.
- ✓ Not using food as a reward.

Providing good nutrition and ensuring food safety for your child is a priority and is a partnership between home and school. We at TLC Learning Center ask for your support:

- ✓ For packed lunches, please include fruits and/or vegetables daily.
- ✓ Please do not provide "fast food" for your child's lunch.
- ✓ We strongly encourage you to provide lowfat milk for your child with every lunch.
- ✓ Foods containing nuts of any kind will not be served to children at any time. *TLC is a nut free facility.*
- ✓ For packed lunches, please limit sugary food and drink.
- ✓ For packed lunches, please send warm food in a thermos, and please provide ice packs in the lunch box for cold food. Please do not send food in plastic bags or in glass containers.
- ✓ For celebrations and birthday parties, please provide healthy foods (especially fruits and vegetables). TLC can provide you with a list of acceptable celebration food alternatives at your request.
- ✓ *Snacks made in a home will not be accepted or served. All food provided for celebrations must be prepared and packaged by a commercial bakery.*
- ✓ Children and adults will refrain from "sharing" food from with each others' lunches.

TLC understands the importance of providing age appropriate food and beverages for infants, toddlers, and preschool children. At TLC Learning Center:

- ✓ If a mother wishes to breast feed exclusively, the program will make every effort to provide breast milk to the child and supplement only when breast milk is gone.
- ✓ We will continue supporting families who are breastfeeding beyond 12 months.
- ✓ We are recognized as a "Breastfeeding Friendly" facility. The Breastfeeding Friendly Policy is included in the parent handbook, and additional resources are available for parents at all times.
- ✓ We provide a private space for parents and staff who are breastfeeding to breastfeed a child or express milk.
- ✓ We will follow the American Academy of Pediatrics recommendations and not serve any food or drink other than breast milk and/or iron fortified infant formula in a bottle unless medically necessary.
- ✓ We will only serve whole milk for children younger than 2 years old and fat-free or 1% milk for children aged 2 years and older.
- ✓ Water will be clearly visible and available to the children at all times (indoors and outdoors).

- ✓ We plant, harvest, prepare, and eat food from the TLC garden each year. Children are actively involved in these activities as part of our Project Based Learning.

TLC is committed to our children's health and nutrition. We recognize the importance of the staff as positive role models for the children as they learn to live healthy lives. Therefore:

- ✓ Staff will not drink soda and sugary beverages in front of the children in their care.
- ✓ Staff will model drinking water throughout the day.
- ✓ During functions or meetings with parents at the center, we will serve water.
- ✓ The TLC Learning Center staff is involved in the "Live Well Longmont" initiative.



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TLC Learning Center Nutrition and Physical Activity Policies

NUTRITION:

At TLC Learning Center, we offer a morning snack for part time students, and we offer a morning and afternoon snack for full day students. TLC is a nut-free facility, so no food containing nuts of any type will be served to students at any time. Staff members will not offer additional food items to students without parent permission.

Parents provide the lunch, and are asked to provide a nutritious, balanced lunch, free from nuts of any kind. Staff and students do not share their lunches with each other.

The following is what we hope will be helpful information about our snack menu, and guidelines for celebrations at TLC. The preschool snack menu is posted in the foyer of the center monthly, and the toddler menu is posted outside of the toddler classrooms.

Fruits and Vegetables

- We offer fruit to children weekly as part of our snack menu.
- We offer fruit canned in its own juice, fresh fruit, and / or frozen fruit as part of our snack menu weekly.
- We offer fresh vegetables to children weekly as part of our snack menu.

Grains

- We offer whole grain choices at snack weekly.
- We offer beans monthly at snack in the form of hummus.
- We offer only a “sweet” option in the form of pudding, graham crackers, or animal crackers no more than once per week.

Dairy

- We offer dairy at snack weekly, such as cheese, yogurt, and milk.
- Milk served to preschool students is low fat (1%) milk.

Beverages

- We make drinking water freely available so children can serve themselves both inside and outdoors. Parents provide individual water bottles for their children. Children are encouraged to eat throughout the day.
- We do not offer sweetened beverages to students during the program day.
- We serve only 1% or skim milk to children age 2 or older.
- We do not have soda or other vending machines on site.

Menus and Variety

- Our snack menus include healthy items from a variety of cultures.
- Our snack menus include a combination of new and familiar foods.

Feeding Practices

- Our staff help children determine if they are full before removing their plate.
- Our staff help children determine if they are still hungry before serving additional food.
- Our staff gently and positively encourages children to try a new or less favorite food.

- We do not use food to encourage positive behavior.

Foods offered Outside of Regular Meals and Snacks

- We provide and enforce written guidelines for healthier food brought in and served for holidays and celebrations (see below).
- We celebrate holidays with mostly healthy foods or non-food treats.

Supporting Healthy Eating

- Our staff joins children at the table at snack time.
- Our staff often talks informally with the children about trying and enjoying healthy foods. At lunch, we encourage children to eat their healthy food items first.
- We encourage parents to provide fruit, vegetables, protein, and dairy (including milk) for their children's lunches.
- We plant a garden at TLC every year. Children enjoy fresh vegetables from the garden.

Nutrition Education for Staff, Children and Parents

- We provide training opportunities for staff on nutrition 1X per year or more.
- We provide nutrition education to parents 2x per year or more.

Snacks from Home

- TLC provides snacks that encourage healthy eating and trying new foods. We ask that parents do not send individual snacks for their children. If there is a specific reason for a parent's desire to send an individual snack (ie: food sensitivity or allergy), parents are asked to discuss options with the Child Care Director in advance.
- If parents meet with the Director, and it is determined that parents will send a separate snack, we ask that parents refrain from sending: cookies, candy, processed "fruit snacks", cake, sugary drinks, and other foods high in salt and sugar. We encourage parents to send fresh fruits and vegetables.

Healthy Guidelines for Celebrations

Please help us encourage lifelong healthy habits among our children. We encourage parents to join us for the child's birthday or other special occasion. If food is part of the celebration at school, please make arrangements with your child's teacher in advance. Please select or prepare healthier food options that your child enjoys. Suggestions include:

- Favorite fruits
- Fresh vegetables and dip
- Fresh vegetables and hummus
- Cheese & whole grain crackers
- Lower fat baked goods (ex. Whole grain muffins)
- Healthy foods in fun shapes

Foods that are part of a celebration and will be "shared" must be prepared & packaged in a commercial kitchen. We will not serve homemade foods. Please also plan with your child's teacher in advance.

Also, consider celebrating with favorite stories, music, games, age-appropriate "trinkets", or activities. The most important thing to your child is that you took the time to help plan something special. Please talk with the Director if you have questions or need ideas. We know that it's hard to break old habits like cake, ice cream and candy, but let's give it a try!

Thank you for helping to support Healthy Eating and Active Living at TLC Learning Center!

PHYSICAL ACTIVITIES POLICY (5-2-1-0)

5 Encourage 5 or more Fruits & Vegetables each day (Above)

2 Limit screen time! (2 hours or less only for children over 2 years)

At TLC Learning Center, we understand that TV and other electronic media can get in the way of exploring, playing, and interacting with others. Limiting screen time encourages learning and healthy physical and social development. Therefore, we will restrict screen time by:

- Having ZERO screen time (TV, video, and computer) for children under the age of two years
- Not allowing screen time during meals and snacks
- Allowing no more than 15 minutes of educational computer time per day
- Allowing a maximum of 30 minutes total per week of educational and age appropriate screen time (TV, video, and DVD)
- Non-educational screen time will not be used at the center

1 One hour of active play daily

At TLC Learning Center, we understand that active play is important for healthy growth and development of young children. Therefore:

- All preschool students at TLC Learning Center will participate in the “Young Athletes” program. Toddlers will have access to the equipment (as age-appropriate) and the indoor gross motor space.
- All full day preschool students will participate in Yoga (with a certified instructor) weekly.
- If weather is permissible, children attending a full day program will receive at least 45 minutes of outdoor play daily, in addition to 45 minutes of indoor gross motor activity (active play). If weather is not permissible, full time students will receive at least 90 minutes of active indoor play. Students who attend a half day program will participate in a *minimum* of 45 minutes of active gross motor activity daily. If weather permits, the majority of this activity will be outdoors.
- We will **not** withhold physical activity as a punishment/ consequence.
- Staff members will join the children in active play (indoors and outdoors) daily.
- We will provide opportunities for physical activity education for parents and staff.
- We will consider physical activity as a positive consequence.
- Physical activity is not withheld from children for misbehavior
- We encourage children to be active, and staff members join children in active play

0 Zero sugary drinks (and more water & milk)

At TLC Learning Center, we are committed to our children’s health and nutrition. We recognize the importance of the staff as positive role models for the children as they learn to live healthy lives.

Therefore:

- Staff will refrain from drinking sugary beverages in the presence of children.
- We will not serve sugary drinks to the children during the program day.
- At after hours parent trainings, we will not serve sugary beverages. Water will be provided.



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Snacks Parents Can Provide for the Center

When parents provide snacks for all the children in the classroom on a regular basis, the following must be met:

1. Snacks need to be non-potentially hazardous (do not need refrigeration before serving).
2. Snacks need to be pre-packaged from a grocery store.
3. Snacks need to be commercially prepared.
4. The snack must be nut-free, and not prepared in a facility that prepares nuts of any kind (*Please check all labels*)

Examples of foods that meet these criteria:

- banana, fresh
- tangerines, fresh
- carrots, fresh (pre-packaged and ready to serve)
- celery, fresh (pre-packaged and ready to serve)
- cherry tomatoes, fresh (pre-packaged and ready to serve)
- unsweetened apple sauce in individual cups
- frozen fruit and vegetables
- dry cheerios
- cheddar cheese sticks
- string cheese
- raisins
- whole grain goldfish crackers
- Kellogg fruit and fiber bar
- 100 calorie whole grain cracker packages
- turkey jerky
- Jolly Time Healthy Pop Mini Bag Popcorn
- Pretzels
- whole grain mini bagels

Parent/Family –School Partnerships **Policy and Procedure**

Our Mission

Our TLC Learning Center mission is “to provide comprehensive early childhood education and therapeutic services to assist each child in reaching his or hers highest potential”. This requires an effective partnership between the parent/family, therapist, and school.

Rationale/Research supporting Parent-School Partnerships

Creating a Parent/Family and School Partnership is a key to success. Here at TLC we continuously work to develop, foster, and nurture that beneficial relationship. Here are two studies that offer insight into the benefits of parent-school partnerships:

Researchers at the University of Oxford found that children whose parents participated in the Peers Early Education Partnership (a program geared towards supporting families of children ages 0-5) "made significantly greater progress in their learning than children whose parents did not participate." These strides were found in children ages 3-5, and included progress in vocabulary, language comprehension, understanding of books and print and number concepts. In addition, these children also exhibited higher self-esteem in comparison to children of non-participating parents (Evangelou & Sylva, 2003).

A study published in the *Journal of Instructional Psychology* reported that improving parental involvement in the classroom can also improve schools in general (Machen, Wilson & Notar, 2005). The authors describe how everyone within the school community can benefit when parents and teachers work as partners.

Our Beliefs

We know that parents are their children’s first and most important teachers. We, therefore, believe:

- 1. It is critically important for parents to be actively engaged in their child’s learning, and to establish and maintain ongoing and productive communication with teachers and therapists.**
- It is important to celebrate the successes, big and small, with the families.
- At times, difficult conversations need to happen, to ensure the success of the child in the classroom and beyond. These conversations may need to occur when a child is not making the desired progress in any area of development, such as language, sensory processing, or behavior.
- Early, intense intervention, when deemed necessary, is most effective. (This is supported by multiple research studies.)

Opportunities for family-school partnerships occur through home visits, informal conversations at drop-off and pick-up time, email communication, parent/teacher/therapist conferences, attending Center wide events, and through volunteering.

Throughout the year, teachers and therapists use developmentally-appropriate assessment tools for all students, including Teaching Strategies GOLD, and ongoing observation in multiple settings to monitor progress in all areas of a child’s development. In collaboration with parents, individual goals are created based on observations at school and at home, and specific instruction is implemented to aid in success. The greatest success stories for all children occur when parents partner with staff to implement similar successful strategies in the home.

Assessment, Planning, and Intervention/ Implementation Procedure

When it becomes evident, through ongoing observation and Teaching Strategies GOLD data, that there is a need for additional classroom support for a child to be successful, the following procedure will be followed:

1. An *initial conference* will be held, during which all team members will meet to share observations, thoughts, questions, successful strategies, and need for additional support. The successful team *must* include the *parent* / primary caregiver and *teacher*, as well as the teaching assistant, therapist(s), director, and other parties (such as Kid Connects) as appropriate, based on the individual child's need for additional support. It is expected that all members of the team disclose and discuss all pertinent information, including outside testing results as applicable.
2. All team members will work collaboratively to establish *goals* and agree upon a *plan*. This plan may include further therapeutic assessment, direct therapeutic services, adult participation in training, gathering of data, and implementation of agreed-upon strategies in the home and school settings. All members of the team agree that they share responsibility for successful implementation of the plan, and ultimately the success of the child. The parent is always an integral part of the team. (See "Positive Behavior Support Plan" template.)
3. Any changes to services and supports will be discussed as a team and *decisions will be made as a team*.
4. When a child is struggling due to *challenging behaviors* that interfere with the safety of self and/or others, or require intense and/or frequent one-on-one support at school, the team will meet to create a *Behavior Support Plan*. The successful team *must* include the parent/primary caregiver, and staff members who work directly with the child. The team will reconvene, as often as necessary, to review progress and make changes to the plan. All members of the team agree that they share responsibility for successful implementation of the plan, and ultimately the success of the child. The parent is always an integral part of the team.
5. Knowing that open communication and collaboration between home and school are critical components for a child's success, the following is understood and accepted by all members of the child's team: If team members are unable to agree upon and implement a plan successfully, it may be determined that TLC Learning Center is not a "good fit" for the individual child. In this case, a 30 day notice to withdraw may be provided in writing by the members of the team. If there is disagreement regarding termination of services and/or the date for termination of services, a decision will be based upon the recommendation of the majority of the team members.

Note: Our goal is to achieve TLC's mission, provide a safe environment conducive to learning for all, and to ensure success for all students through implementation of a collaborative, team approach and family-school partnership. The above procedure applies to the classroom, as well as to the before and after school programs. TLC reserves the right to exclude a student from the before and/or after school program due to ongoing safety concerns resulting from challenging behaviors, and/or the inability of the program to provide substantial 1:1 support for an individual child's challenging behaviors before or after classroom hours.

Document Revisions

Revision	Item	Date and Name
1	Implementation	Cindy Wickham & Shari Karmen June 2, 2014

Board approved on 6/3/2014



TLC Learning Center

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Receipt & Acceptance of Parent Handbook, Policies, & Procedures

My **initial** beside each policy and procedure indicates that I have received, read, understand, and will abide by all of the following policies and procedures as outlined in the TLC Learning Center Parent Handbook.

_____ **Parent / Family-School Partnership Policy and Procedure** (including Mission; Rationale/ Research; Our Beliefs; Assessment, Planning, and Intervention Implementation Procedure, and Behavior Support Plan template)

_____ **Financial Assistance Policy, Procedure, and Responsibility** (Procedure for Applying for Classroom Assistance, Therapeutic Financial Assistance, Yoga Kids After-School Program Financial Assistance, CCAP Parental Responsibilities, CPP Parental Responsibilities, Application for Financial Assistance and supporting documentation required).

_____ **Enrollment Policies** (Eligibility and Fees; Admission and Registration Procedures)

_____ **Educational Services Policies & Procedures** (curriculum, calendar, home visits, back-to-school night, parent-teacher conferences, parent education nights, school hours, before and after school care rights & responsibilities, parking, arrival & dismissal policies, late pick up policy (& fees), sign in/ sign out, outdoor play, supervision of children, visitor policy/ procedure)

_____ **Medical Procedures** (Physicals & Immunizations, Illness, Medication, Healthcare Needs, First Aid Emergency Responses, Allergies, Medical Insurance)

_____ **Emergencies** (Injuries, Fire, Tornadoes, School Closings Due to Weather, School Closing due to On-Site Emergencies, Incident Reports)

_____ **Transportation** (Site Visits, Car Seats, Permission Slips for Site Visits)

_____ **Children’s Personal Belongings** (personal belongings and money, change of clothing, diapers/ toileting)

_____ **Snacks and Meals** (Food program, special diets, homemade snack policy, birthday and party treats, nut-free facility, parent responsibility to provide USDA balanced lunch)

_____ **Discipline Policy & Pyramid Plus—Positive Behavior Support**

_____ **Reporting Child Abuse and Neglect**

_____ **Communication between TLC and Parents** (daily communication, monthly newsletter, parent information board, family needs assessment, scholastic book club)

_____ **Concealed Weapons Policy**

_____ **Videotaping & Photography**

_____ **TV/Media Usage**

_____ **Late Arrival of Child if Class is Not on Premises**

_____ **TLC’s Withdrawal of Child from TLC Learning Center**

_____ **Breastfeeding Friendly Policy**

_____ **Healthy Eating Policy; Nutrition & Physical Activity Policies**

_____ **State of Colorado—licensing statement**

I, the parent or guardian of _____, acknowledge that all information provided to TLC Learning
(child’s name)

Center (registration form, intake inquiry form, all enrollment paperwork) is accurate. I understand that failure to disclose information at the request of TLC, and/or providing false information may result in exclusion of my child from the program.

_____ Parent/ Guardian printed name

_____ Parent/ Guardian Signature

_____ Date

Amended 12/5/14

STATE OF COLORADO

COLORADO DEPARTMENT OF HUMAN
SERVICES

1575 Sherman Street
Denver, Colorado 80203-1714
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Bill Ritter
Governor

Karen Beye
Executive Director

Dear Parent,

Your child was recently enrolled in a childcare program that is licensed by the Colorado Department of Human Services. The license dictates that the program has met required standards for the operation of a child care facility. If you have not yet done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of human services. The telephone number to report child abuse for the Boulder County Department of Human Services in Longmont is 303/678-8000. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, consult the Colorado Office of ChildCare Services at 303/866-5958.

Sincerely,

Licensing Administrator
Office of Child Care Services